

Volunteer Policy and Approval Procedure

July 2019

At Mount St. Joseph University (the “University”), we are extremely fortunate to have many individuals offer to volunteer their time and talents within our University community. However, as a University community, we are subject to unique federal and state laws designed to keep our campus community safe and that require the University to take certain precautions when it permits non-employees or non-students to be involved in any University-sponsored program in which employees, students and/or minors are participating. These goals are accomplished through the enforcement of this Volunteer Policy and Approval Procedure (the “Policy”) and the volunteer approval procedure outlined in this Policy. For any University-sponsored events that may include participation or attendance by non-student minor children, compliance with the University’s [Minors on Campus Policy](#) is also required.

Definition of Volunteer

Under this Policy, a “volunteer” is any individual:

- who is not a current University employee
- who is not a currently enrolled student at the University (full-time or part-time)
- who is not a member of the Sisters of Charity of Cincinnati, a current member of the University’s Board of Trustees, or a current member of the University’s Alumni Council
- who is not being paid for their time by the University (individuals being paid for their time must be directed to the University’s Office of Human Resources)
- who will assist in executing any University-sponsored program, including but not limited to:
 - NCAA Division III athletics
 - Athletic Department programs
 - Intramural or club athletics or activities
 - University-sponsored camps
 - Co-op or intern experiences at the University
 - Travel programs involving students, both domestic and international
 - Programs or activities sponsored by or involving University students, employees and/or minors

Limited Situations When Policy Is Not Applicable

This Policy does not apply to any University-sponsored program that:

- is an isolated, occasional event for which a large number of volunteers are essential
- that occurs in a public space
- that will not under any circumstances involve adults being alone with minors

- requires volunteers to only work in public space
- will be supervised in its entirety by a University employee

Examples of the extremely limited situations when this Policy is not applicable include but is not limited to:

- a one-time speaker/presenter on the University's campus during a class or University event
- Homecoming weekend activities
- Community Trick-or-Treat program

All questions about the applicability of this Policy to a particular University-sponsored program should be directed to the University's Office of Human Resources at 513-244-4854.

Volunteer Approval Procedure

The University has adopted the following Volunteer Approval Procedure that must be followed before any potential "volunteer" may participate in any University-sponsored program:

Step 1- Volunteer Application- The University [Volunteer Application](#) must be completed by the potential volunteer and the University employee supervising the University-sponsored program in which the potential volunteer may participate (the "Supervisor"). The completed University Volunteer Application must be submitted to the University's Office of Human Resources for processing.

Step 2- Background Check- After receiving the completed University Volunteer Application, the Office of Human Resources will conduct the potential volunteer's background check. The cost of the background check will be charged to the University school/department/division seeking volunteer approval. The background check for the potential volunteer must be determined to be clear in the sole discretion of the Office of Human Resources.

Step 3- Training and Documentation- If the potential volunteer's background check is clear, the Office of Human Resources will:

- send the potential volunteer an email with the University's on-line training modules that must be completed prior to the volunteer participating in the University-sponsored program
- notify the Supervisor so the Supervisor can send to and obtain from the potential volunteer a signed [Volunteer Verification Letter](#) .

Step 4- Volunteer Approval- After the potential volunteer completes the required on-line training and the Supervisor provides the signed Volunteer Verification Form to the Office of Human Resources, the volunteer receives "approval" from the Office of Human Resources. The Office of Human Resources will create a University identification number for the volunteer and the Supervisor must complete the [New Hire/New Volunteer Form](#) for email through ISS to complete the volunteer approval procedure. Volunteer approval is valid for one calendar year.

The Volunteer Approval Procedure may take several weeks and the timeframe is dependent on multiple factors, including but not limited to the complexity of a potential volunteer's background check information. Supervisors are encouraged to initiate the Volunteer Approval Procedure for any potential volunteer as soon as possible.

The Supervisor has the sole responsibility to ensure that this Policy and Volunteer Approval Procedure is completed prior to any potential volunteer participating in any University-sponsored program.

To ensure that all applicable laws are followed and to protect the safety of our entire University community, the Office of Human Resources keeps a record of approved volunteers and posts it on MyMount. Questions about this Policy and/or the Volunteer Approval Procedure should be directed to the University's Office of Human Resources at 513-244-4854.