



GEORGIA STATE UNIVERSITY

Structured Volunteer Program Procedures

Volunteers are individuals who perform services for the University, without expectation of compensation, benefits, or future employment. Generally, volunteers are not current employees, enrolled students or vendors/consultants. These procedures do not cover or govern volunteers who agree to serve as human subjects in University research protocols. In addition to these procedures, Volunteers in University laboratories are subject to laboratory visitor procedures. Volunteers in programs serving minors are subject to the Policy on Programs Serving Non-Student Minors.

The University is self-insured through the Department of Administrative Services Risk Management Services against state tort claims. This coverage is extended to University Volunteers who are a part of the University Structured Volunteer Program described in this policy. The liability coverage is for injuries and/or property damage Volunteers may cause others while acting in the course of their official volunteer duties. Liability coverage does not apply when Volunteers deviate from the course of their volunteer duties.

- All Volunteers must establish proof of identity and citizenship or permanent residency and undergo a background check, unless an exception is requested by the Sponsoring Department (e.g., a low-risk volunteer activity within a short time frame) and approved by Human Resources in consultation with the Office of Legal Affairs. Background checks are valid for one year and must be completed by GSU's background check vendor unless the volunteer's employer signs a certification that the volunteer has completed a background check within the last twelve months. If the individual is not a citizen or permanent resident of the United States, he/she must provide documentation of his/her visa status. An individual holding a temporary visa may not serve as a volunteer in a position where others in a similar position receive compensation or perform the same services. An individual with a pending H-1B visa application to work at the University cannot serve as a volunteer. Volunteer status may not be used to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.
- An individual who is under the age of 18 must have parental consent to serve as a Volunteer. An individual who is under the age of 16 must have parental consent and permission from the Office of Legal Affairs to serve as a Volunteer.
- Volunteers may only be used in non-high-risk positions for which they meet the minimum qualifications.¹ Volunteers may not be used in positions that are normally paid or to replace classified employees who have been a part of a Reduction in Force. Volunteers may be terminated at any time, in the University's sole discretion, without further obligation to the Volunteer. At all times, the University has the discretion to select Volunteers.
- All volunteer work, including work performed for GSU programs operating off-campus, must be directed and supervised by a GSU employee designated by the unit for which the individual will be working ("Sponsoring Department"). Volunteers must agree to abide by all applicable University policies and sign the Volunteer Agreement provided prior to performing volunteer service. Each Volunteer Agreement must be approved by the head of the Sponsoring Department. The Sponsoring Department is responsible for promptly submitting the signed Volunteer Agreement to the University's Office of Insurance and Risk Management.
- Volunteers who work with minors must satisfactorily complete a background check prior to performing any duties for the University.

¹ While not an exhaustive list, the following are activities that a University Volunteer may not do: operate heavy equipment; work with any BSL III and BSL IV protocols; work with or have access to any export-controlled materials; work with hazardous materials or select agents; work with stored energy (e.g., physical energy stored in air, gas, steam, water pressure, or in springs, elevated machines, rotating flywheels, fans, hydraulic systems, etc.); conduct any activity considered inappropriate for an employee; enter into any contract on behalf of the University.

- “Volunteers” does **NOT** include other non-paid affiliates such as pre-hires, dual appointment faculty, adjuncts, ROTC instructors, or retirees.
- University Volunteers do not have an employment relationship with the University on any grounds or for any reason.
- Volunteers are not eligible for University benefits, including but not limited to workers’ compensation, and the University does not provide Volunteers with accident or medical insurance.
- Volunteers must complete required background checks prior to the start of volunteer duties unless an exception is granted by Human Resources and the Office of Legal Affairs. To request an exception to the background check requirement for volunteers, please submit an email to risk@gsu.edu. Requests will be reviewed by Insurance and Risk Management, Human Resources, and the Office of Legal Affairs.

REGISTRATION PROCESS

- Supervisors of volunteers must complete an on-line registration form at [Application to Sponsor Volunteer - Insurance and Risk Management \(gsu.edu\)](#)
- Supervisors of volunteers must also complete a MSS transaction in OneUSG to initiate the process for registering a volunteer as a Non-Paid Affiliate.
- Following submission of the application to sponsor a volunteer from the Supervising Department, the volunteer will receive a registration link via email including the required waivers and consent to a background check.

Questions about the Structured Volunteer Program should be directed to the Office of Legal Affairs.

Record Retention Requirement for Volunteer Background Check documentation is three years.
