

Unit/ Department		Human Resources	Practice	7500p – Volunteer Application and Process	
Applicable regulations - Federal/State/Board/College		AP 7500			
Accountable Administrator:		Director of Human Resources	Position responsible for updates:		Director of Human Resources
Original Date	06/28/2025	Revised & Adopted	N/A	Reviewed & Adopted	N/A

### **Purpose**

Volunteer Application and Agreement; companion document for Volunteers AP 7500

### **Volunteer Policy Purpose**

Each volunteer is subject to the screening process set forth in this procedure, with the following exceptions:

- *individuals serving as volunteers in Associated Student Government officer positions at the college and;*
- *Guest Speakers*

The **Director of Human Resources** may authorize suspension of the screening process when he/she/they believes that this process is not necessary for the volunteers serving in the particular event.

### **Volunteer Application Review and Procedure**

1. Individuals external to the college will complete the Volunteer Application form via DocuSign. Once completed and submitted, this document will be sent to Human Resources.
2. Information from the section “How you would like to volunteer” will be reviewed by the Director of Human Resources and the area supervisor, to ensure compliance with AP 7500 Volunteers Policy.
3. Human Resources will reach out to Volunteer Candidate(s) to inform he/she/them of the next steps.
  - a. Denied in compliance with AP 7500 Volunteers Policy or;
  - b. Accepted

### **Accepted Applications**

If a volunteer application is accepted, onboarding of the volunteer will begin.

Before starting a Volunteer Opportunity, each Volunteer will:

1. Complete a Criminal Background Check.
2. Review AP 7500 Volunteers Policy.
3. Complete the Volunteer Waiver of Liability Form.
4. Participate in the following training:
  - a. Clery Act
  - b. Drug Free Workplace
  - c. FERPA
  - d. Mandatory Reporting
  - e. Title IX and Sexual Harassment

### **OCCC Volunteer Request (Internal) Review and Procedure**

A Volunteer request can be made by an area supervisor/designee if:

- The event/service requires multiple volunteers and;
  - The event/service is an annual occurrence at Oregon Coast Community College
1. The area supervisor/designee fills out the Volunteer Request Form via docusign. Once completed and submitted, the form is sent to Human Resources.
  2. Human Resources reviews the request to determine if the screening process can be suspended for the event/activity, in accordance with AP 7500.
  3. Human Resources will reach out to the area supervisor to inform he/she/them of the next steps.
    - a. Denied in compliance with AP 7500 Volunteers Policy or;
    - b. Accepted

#### **Accepted Applications**

If a volunteer request is accepted, the area supervisor/designee will reach out to all volunteers.

Before starting a Volunteer Opportunity, each Volunteer will:

1. Review AP 7500 Volunteers Policy.
2. Complete the Volunteer Waiver of Liability Form.
  - a. Human Resources will verify the completion of this form.



Office of Human Resources  
400 SE College Way  
Newport, OR, 97366

## Volunteer Application

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

What area would you like to volunteer in?

☐ Engagement ☐ Academic Affairs

☐ Student Affairs ☐ Administration

☐ Other, please describe: \_\_\_\_\_

Please describe the event or service you would like to Volunteer for with Oregon Coast Community College:

Please read and acknowledge the following statements:

1. Filling out this form does not guarantee that a volunteer opportunity is available.
2. Each Application is reviewed by Human Resources and the Area Supervisor to determine if a volunteer is to be placed in an opportunity, based on the information above and Administrative Policy 7500.
3. If offered a Volunteer opportunity with the College, a volunteer serves in an "at-will" capacity, and the college may terminate the volunteer services for any reason, or no reason.
4. A successful criminal background screening is required of all volunteers.
5. All Volunteers will receive training and will not be able to serve in their capacity as a volunteer until all training is completed.
6. Volunteers will serve on their own initiative and without expectation or receipt of compensation, benefits or other material considerations for the services provided.
7. Volunteers will not displace or replace Oregon Coast Community College Employees.

By signing below, I acknowledge all the above statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OUTCOME OF REVIEW BY HUMAN RESOURCES AND AREA SUPERVISOR

☐ Accepted

☐ Denied in Compliance with AP 7500

Reasons:



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## OCCC Volunteer Request (Internal)

To be filled out by area supervisor

Name: \_\_\_\_\_

Area: \_\_\_\_\_

Please describe the event or service that you would like to have volunteers for?

Who are the Volunteers:

(Please list at least the name and email address of the Volunteer)

Name	Email	Phone

### OUTCOME OF REVIEW BY HUMAN RESOURCES AND AREA SUPERVISOR

☐ Accepted

☐ Denied in Compliance with AP 7500

Reasons:



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## Volunteer Waiver of Liability and Agreement

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**By initialing and signing below, you agree to:**

\_\_\_\_\_ Complete a background check

\_\_\_\_\_ Complete all assigned training before starting any volunteer services with Oregon Coast Community College

\_\_\_\_\_ Waive any and all medical claims against Oregon Coast Community College arising out of the performance of volunteer duties, whether for an on-site work-related injury or personal injury.

\_\_\_\_\_ Assume all liability if you are injured while volunteering at Oregon Coast Community College.

\_\_\_\_\_ Understand that volunteer labor is not tax deductible as a charitable deduction as defined by the Internal Revenue Service (IRS Publication #526). The IRS Code specifically precludes deducting a donation of “time of services” and you will not receive any receipt from the college for the labor or services donated.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

