

3358:11-5-56 Volunteer program policy.

- (A) Purpose. Owens community college values the meaningful contribution that a volunteer may provide to the institution. The purpose of this rule is to provide a uniform program for a volunteer to understand the role and to have a meaningful experience; and, for the college to address the privilege, responsibility and liability of the engagement of a volunteer serving at the college.
- (B) Definitions. A volunteer is an uncompensated individual who may perform a service or a task directly related to the business of the college, to support a humanitarian, charitable or public service activity of the college, or to gain experience in a specific endeavor. The volunteer will act as an agent of the institution while performing a service or a task and therefore, must represent the college in an ethical, professional, and at-times, confidential manner. A college sponsor is an employee who is responsible for the volunteer.
- (C) Application and eligibility. An individual must be willing to provide a volunteer service in accordance with the procedures related to this rule. Any academic school, office or department that engages a volunteer must comply with the established requirements and provide a college sponsor who is responsible for ensuring that a volunteer has adequate experience, qualifications, and training for the service or task to be performed.
- (D) Implementation. The office of human resources will implement procedures, agreements, guidelines, and forms, which are consistent with the provisions of this rule.

Effective: 8/18/2018

CERTIFIED ELECTRONICALLY

Certification

08/08/2018

Date

Promulgated Under:	111.15
Statutory Authority:	3358.08
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