



## VOLUNTEERS

Recognizing the contribution volunteers make to the achievement of the Auxiliary Services Corporation (“ASC”) goals, individuals may serve as ASC’s volunteers in accordance with the following instructions. For more information, call the HR Office at 657-278-4120.

### **ASC Volunteer Guidelines**

Managers responsible for designating individuals as volunteers should follow these instructions. Volunteers must fill out a volunteer form (posted on ASC website under HR Forms) prior to beginning service. If you have any questions concerning who may be appointed as a volunteer or how to appoint a volunteer, please contact the HR office at extension 4120.

1. Division Heads or their official designees have the authority to designate and appoint individuals as ASC volunteers.
2. “ASC volunteers” are individuals who, without compensation of any kind or expectation of compensation beyond expense reimbursement, perform work or provide services at the direction of or on behalf of the ASC. Typical volunteer activities include serving on a governing board overseeing a support group; teaching or assisting in other academic functions; assisting in fund raising, political advocacy or other administrative functions; working in the Health Center; or assisting with campus events or activities.

3. Individuals are not typically considered ASC volunteers if they have not been properly registered as a volunteer; serve as guest lecturer, “Professor for a Day” or other similar role; serve as an adjunct professor without teaching or research responsibilities, participate in an athletic event; participate in community service programs sponsored by the ASC; participate in an activity or serve on a committee sponsored by an ASC support group; or volunteer to avoid a civil or criminal fine or penalty.
4. Any individual volunteering for the ASC must complete and have an approved volunteer form prior to beginning their service. The form is located at [www.csufasc.org](http://www.csufasc.org) under HR forms.
5. Individuals who are physically, mentally and professionally capable of performing the services involved may serve as ASC volunteers regardless of their age. Minors must have parental consent to serve as ASC volunteers. The ASC minor volunteer release form must be submitted with the volunteer form.
6. Individuals may not serve as ASC volunteers if they:
  - Have been charged with, plead guilty to, or been convicted of crimes determined by the University to pose a threat to the campus community; or
  - Make a false statement or omit a statement as to any material fact on the volunteer form.
7. ASC volunteers:
  - Are eligible to receive Workers' Compensation and liability coverage benefits. ASC volunteers do not receive retirement or health benefits
  - May not enter into any agreements or commit resources on behalf of the ASC.

- May drive a vehicle on ASC business as long as they comply with all applicable requirements and driving is within their assigned duties. Please see ASC's driving policy posted on [www.csufasc.org](http://www.csufasc.org) under policies/procedures.
  - May be reimbursed for expenses in accordance with ASC procedures.
  - Must possess any required license or certificate, and have completed any background check, fingerprinting or other process that may be required as determined by ASC HR office. Background check policy is outlined at ASC employee handbook at [www.csufasc.org](http://www.csufasc.org). Fingerprinting is required for any volunteer who will be working with minors.
8. Prior to beginning their service, ASC volunteers should review the ASC's harassment policy, procedures for reporting injuries or illnesses, travel expense reimbursement procedures and any applicable safety guidelines.
9. HR office should retain the original, signed ASC volunteer form including volunteer release form for a period of three years after the conclusion of the volunteer service. Departments should have a copy of the form.