
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: VOLUNTEER RISK PROTECTION

NUMBER: PRO 5-07

REFERENCE:

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I. PURPOSE

To establish procedures for registering volunteers and documenting the dates, times and locations that volunteers work. This procedure will ensure that the College can document work and provide liability and Worker's Compensation risk protection. A volunteer is defined as a non-employee who elects to donate supervised time and skill in assisting with College events and services.

II. RESPONSIBILITIES

Supervisors of volunteers are responsible for ensuring that volunteers are registered. They are responsible also for collecting data on volunteers who donate time to the College through their office or program(s). Human Resources shall maintain volunteer registration forms and work time records (logs) for four years or for the time required by insurers.

III. PROCEDURES

- a. Volunteers complete a Volunteer Participation Registration form HR040 and submit to their supervisor for signature. Supervisors send the completed registration forms to HR.
- b. Volunteers are to report all dates, times and locations that they have worked on Form HR041. Work information is to be maintained on a separate log for each volunteer. All logs are to be signed by the volunteers and by the appropriate Vice President or his/her designee.
- c. Volunteer logs will be maintained in departments throughout the calendar year. At the end of the year, the logs will be closed out and submitted to Human Resources for storage. Logs are due no later than the second Friday of January.

New: 12/08/1997

Revised: 11/21/2006, 12/16/2008