



PROVIDENCE COLLEGE

VOLUNTEER GUIDELINES AND PROCEDURES

The guidelines set forth herein apply to all Volunteers at Providence College (the “College”).

I. Definitions:

A **volunteer** is an individual who willingly, voluntarily, and without coercion from the College, offers to perform a service or contributes knowledge and/or skills to the College without compensation, wages, or any expectation of future employment at the College.

A **significant contact volunteer** is a volunteer who has a significant or recurring presence on campus and/or has significant or recurring interaction with students. Examples of Significant Contact Volunteers include: athletic team volunteer coaches, club advisors, and family members of college employees who participate in trips in a chaperoning and/or supervisory capacity. Members of the College’s Board of Trustees, Alumni Boards of Directors, and Engagement Councils are *not* considered significant contact volunteers for purposes of these guidelines.

A **traditional volunteer** is a volunteer who has a limited presence on campus and/or limited interaction with students. Examples of a traditional volunteer include: student move-in day volunteers, a one-time guest speaker in a class with the faculty member present, alumni club and/or alumni counsel volunteers, and any volunteer whose services are limited to an occasional one day on campus.

II. Guidelines for all Volunteers:

- The department head (or his or her designee) of the department that the volunteer is assigned shall be responsible for supervising and managing the volunteer.
- All volunteers must be at least eighteen (18) years of age.
- All volunteers are not considered employees or independent contractors of the College and may not receive any compensation from the College (such as cash or stipends). All volunteers are not eligible to receive any benefits from the College, including but not limited to retirement benefits, health, dental, or life insurance, or workers’ compensation.
- All volunteers must abide by all federal, state, and local laws and regulations that govern their actions.
- All volunteers must abide by all College policies, procedures, codes of conduct, and any additional directives issued by the department head or his or her designee.

- Volunteers are not authorized to operate the College’s motor vehicles or heavy equipment; work with bio-hazardous or infectious materials; or enter into any agreement on behalf of the College.

III. Additional Guidelines for Significant Contact Volunteers:

In addition to the guidelines set forth in section II, all **significant contact volunteers** must abide by the following:

- Retention of a significant contact volunteer requires the approval of the applicable division head (cabinet member).
- Significant Contact Volunteers must complete the College’s “Confidentiality Agreement and Release for Volunteers” form prior to commencing their service. The department head is responsible for submitting copies of these forms to Human Resources.
- In addition to completing the “Confidentiality Agreement and Release for Volunteers”, significant contact volunteers may also be required to undergo select College training programs, such as harassment, discrimination, Title IX training, and Cyber-Security Awareness training as determined by Human Resources and the Office of General Counsel.
- Significant contact volunteers must undergo a complete criminal background check through Human Resources before their service can be approved.
- Human Resources will notify the applicable department head when the significant contact volunteer is cleared to begin volunteering at the College.
- Significant contact volunteers may be eligible to receive a College Identification Badge upon approval from Human Resources and the Office of General Counsel.

IV. Additional Guidelines for Traditional Volunteers:

- In some instances, the College may also require traditional volunteers to sign a confidentiality acknowledgement if they may file, view, access, transmit, overhear, and/or otherwise become aware of, information and records (in any format) of a confidential nature.