



Application for Volunteer Services Human Resources

The information contained in this form shall be used in connection with all
volunteer activities for College of the Siskiyou.

Volunteer Applicant Information: <i>To be completed by Applicant</i>		
Name:		
Street Address:		
City:	State:	Zip Code:
Home Telephone:	Business/Day Telephone:	
Birthdate:	CA Driver's License No.: Class Type: (must have Class B License if driving 15 passenger district van)	Expiration Date of CA Driver's License:
Emergency Contact Name:		
Address:	Phone No.:	

No person may serve as a volunteer in the District if:

1. he/she has been convicted of or if he/she has charges pending which pertain to any sex offense, such as child molestation (as defined in Education Code section 87010), or controlled substance offense (as defined in Education Code section 87011).
2. he/she has been convicted of a crime and the Associate Vice President of Human Resources determines:
 - a. The nature of the crime is too serious to serve as a volunteer;
 - b. The crime was too recent; and/or
 - c. The crime is inconsistent with obligations in performing assigned duties as a volunteer.
3. he/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
4. he/she makes a false statement or omits a statement as to material fact on the application form.

Report of Convictions:

Do you have a record of convictions for offenses other than minor traffic citations, have been convicted, pled guilty to or pled no contest to any criminal offense given by any court? **YES** **NO** If yes, please note the date and place of each offense, the specific charge, the date and place of convictions, or plea, the fine or sentence received or the diversion program entered. Any offense other than minor traffic violations for which you were convicted for which the punishment was a fine in excess of \$100, which required serving jail or prison sentence, and/or required probation **MUST** be reported. (Attach separate sheet if necessary). Please give details in the space provided below. If the answer is "NO/NONE", write it across the first line and sign your name at the end of this application.

Volunteer Signature: _____ **Date:** _____

**Additional conditions for serving as a volunteer at
College of the Siskiyous:**

1. Volunteer applicant acknowledges and understands that he/she serves the District in an “at will” capacity. The District may terminate a volunteer’s services for any reason or no reason at all.
2. Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.
3. Individuals serving in Associated Student Organization officer positions at the college are not considered to be volunteers under the District’s volunteer procedure and are not entitled to defense and indemnity from the District.
4. Volunteers are “employees” of the District only for the purpose of worker’s compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker’s compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.
5. Volunteers are subject to the District’s Administrative Procedure No. 7500.

I certify that the information I provided on this application form is true to the best of my knowledge and belief. I also accept the terms and conditions set forth by the District in connection with my volunteer service.

Volunteer Signature: _____ **Date:** _____

Volunteer Job Description:
To be completed by Immediate Supervisor

Description of Volunteer Assignment:

Department:

Immediate Supervisor:

Dates Needed From:

To:

Time Required:

Minimum Hours Per Week:

ASSIGNMENT GUIDELINES (Federal Fair Labor Standards Act):

- Volunteers are not regarded as employees
- Volunteer services are offered freely, without promise, expectation, or receipt of compensation for services rendered
- Current employees may volunteer only if they are serving in a different capacity from which they are paid (they may not volunteer for 'same type of services' that are paid as part of their regular employment)
- Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.
- The activity or work must not commence until all approval signatures have been received, including approval of the Associate Vice President of Human Resources. A receipt of work authorization will be sent out by Human Resources when the Volunteer is cleared to start.

Acknowledged by Immediate Supervisor: _____

VOLUNTEERS MAY:

- Be utilized "in the supervision and instruction of students" and are subject to Ed Code 72401 & Ed Code 88249.
- Perform "non-instructional work to assist academic personnel in the performance of teaching and administrative responsibilities" (Ed Code 72401).
- Be used "to enhance educational programs, but not to displace classified employees, or in lieu of classified employees who are laid off, nor in lieu of normal employee requirements" (Ed Code 72401).
- Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her area of volunteer responsibility.

Acknowledged by Immediate Supervisor: _____

Approved By:

Dean/Director/VP: _____ **Date:** _____

Associate VP, Human Resources: _____ **Date:** _____

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: **Volunteers**

Adoption Date: **May 22, 2014**

Revision Date: **January 10, 2017**

Responsible Area: **Associate Vice President, Human Resources**

Responsible Office: **Human Resources**

Reference: **Education Code Sections 72401, 87010, and 87011; Government Code Section 3119.5**

Purpose and Scope

The purpose of this procedure is to outline the District Policy on volunteers. Each volunteer is subject to the screening process set forth in this Policy, with the following exceptions:

- volunteers serving in single day college events.
- individuals serving as volunteers in Associated Student Organization officer positions at the colleges. ASO officers are not entitled to defense and indemnity by the District.

The Associate Vice President, Human Resources may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers serving in the particular event.

General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer services.

Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

Screening

The District will use a written application form that requires, at a minimum, the volunteer's name, address, phone number, history of convictions, and emergency contact.

A volunteer's service record shall be maintained by the District.

Subject to the limitations of this Policy, employees assigned to other positions within the District may serve as volunteers during off-hours.

Fingerprints of each volunteer are required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check. Volunteers must show proof that they are free of infectious tuberculosis (TB) or have a TB Risk Assessment and/or Examination.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
- He/she has been convicted of a crime and the Associate Vice President, Human Resources determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
- He/she makes a false statement or omits a statement as to any material fact on the application form.

Incidental Expenses

Persons serving without pay as volunteers may receive reimbursement for incidental expenses.

Benefits

Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.