

VOLUNTEER SERVICE GUIDELINES AND FORMS

The Seattle Colleges District (SCD) recognizes the value of enlisting community and student volunteers to provide a variety of support services to assist in the operation of college programs, events, and activities. Volunteers are representatives of Seattle Colleges who do not receive compensation from SCD, however, volunteers could receive compensation from another institution for their time worked while on the SCD campus. The following guidelines are established in the management and record keeping of non-SCD employees who volunteer for service.

Volunteer Qualification

- Volunteers must be 14 years or older. If less than 18 years old, parental consent to volunteer is required.
- Volunteers under the age of 18 may have restrictions on their work hours, type of duties, etc. For the restrictions and more information, review the [Labor & Industries' Youth Employment website](#).
- If a volunteer is a current SCD employee, their job duties must be substantially different from the volunteer service. For questions about this, reach out to your campus HR.

All volunteers are to adhere to all SCD policies and procedures ([found on the Seattle Colleges' website](#)) including, but not limited to, the Ethics Laws of the State of Washington.

Steps for determining if a volunteer is covered by Seattle Colleges' L&I Workers Compensation:

1. Determine if the volunteer is a student (either in K-12 or Higher Education) or not.
2. **(Non-Student)** If the volunteer is not a student, typically they will be covered by Seattle Colleges' L&I, unless the department indicates that the volunteer is covered by another institution's L&I.
3. **(Student)** If the volunteer is a student, use the below chart to determine if the student volunteer should be covered by Seattle Colleges' L&I or not.

	STUDENT VOLUNTEER (Covered by SCD's L&I)	STUDENT INTERNS (Not covered by SCD's L&I)
Enrollment	Enrolled in a public or private K–12 school or institution of higher education.	Enrolled in a public or private institution of higher education, <u>not</u> in a K–12 school.
Authorization of program	Participates as a volunteer under a program authorized by the school. Refer to “Wages or Remuneration” section below for more info. Higher education students only (not K-12) will not receive credit for this volunteering.	Participates in a work-based learning program authorized by the school, including school-sponsored cooperative education, clinical experiences, and internship programs.
Wages or remuneration	Performs duties for employer without wages. Student volunteers in K–12 schools may receive credit toward graduation. May receive maintenance and reimbursement for actual expenses incurred in performing assigned duties (not considered wages).	Performs duties for employer without wages. Receives credit toward completing school program, certification, or degree. May receive maintenance and reimbursement for actual expenses incurred in performing assigned duties (not considered wages).

Volunteers and their supervisors are required to fill out and sign the *Volunteer Agreement* and *Volunteer Notice of Risk and Waiver Forms*. If the Volunteer is an international student, then the volunteer will also need to fill out the *Volunteer Information for International Students Form*. These completed forms will need to be uploaded to the Volunteer Request Form. The original copies of these forms are to be kept in the supervisor's file.

All volunteers* are required to complete a background check. *If you are onboarding an International Student as a Volunteer, please have them complete the Volunteer Information for International Student Form.

Supervisors must submit a Volunteer Request Form, attaching the necessary completed forms (outlined above). All volunteers' service to Seattle Colleges are to be requested by the supervisor of the volunteer's activity.

Supervisors, on or off campus, are responsible for training volunteers. SCD directors, supervisors, program coordinators, or their designees are responsible for informing volunteers of applicable and relevant college policies for volunteer service.

Training Requirements

At a minimum, supervisors must provide the following to volunteers:

- Information on how to report emergencies, injuries, and unsafe conditions
- Emergency evacuation procedures and routes
- Additional training may be required based on the volunteer's activities

The Volunteers that are covered by L&I Workers Compensation must submit a timesheet every time they volunteer within ctcLink, so the Volunteer hours can be reported by the Payroll Office to L&I for insurance purposes.

Washington State law requires that all volunteers working in support of SCD programs be covered by worker compensation insurance. The Washington State Department of Labor and Industry uses the dates and number of hours that volunteers work to determine the amount of insurance that must be purchased to adequately cover our volunteers. To be in compliance with State Law, SCD has developed this system to facilitate collection and analysis of volunteer contributions.

All supervisors of volunteers working in campus-sponsored programs will follow the provisions as outlined below:

- Volunteers in SCD Clubs or Organizations shall abide by procedures for those groups and must be approved by the Director of Student Life/Leadership.
- Volunteers participating in unpaid work through Cooperative Education, either on campus or off-campus, shall abide by cooperative work experience procedures.



VOLUNTEER AGREEMENT

SECTION I: TO BE COMPLETED BY VOLUNTEER

I, _____, volunteer to provide services for Seattle Colleges District (SCD).
Volunteer (print name)

I understand that my volunteer service is unpaid, and I do not expect a paid position in the future or any other tangible benefit in return for my volunteer service. I further understand that SCD may terminate this agreement at any time without prior notice. Additionally, if applicable, I will submit a timesheet every time I volunteer, so my service can be reported for Department Labor and Industries for insurance purposes.

Signature of Volunteer

Date

SECTION II: TO BE COMPLETED BY SUPERVISOR

I, _____ am requesting that the above volunteer be approved
Supervisor (print name)

for service to the College. This volunteer appointment shall be in affect from _____ to _____ and will be under my supervision. If applicable, this volunteer has been provided with instructions on how to submit a timesheet within ctcLink every time they volunteer.

As the supervisor to the volunteer listed in Section I, I agree to oversee the volunteer's training and activities. If applicable, I also agree to ensure the volunteer's timesheets are submitted timely if the volunteer is covered by L&I. If the volunteer is an international student, I have verified with International Programs that these volunteer activities will not violate their immigration status. As the supervisor, I will provide the volunteer with all relevant policies and training.

Signature of Supervisor

Date

Note: This completed form must be attached to the Volunteer Request Form.



VOLUNTEER NOTICE OF RISK AND WAIVER

Seattle Colleges welcomes you as an authorized volunteer in this activity. Please read through the following important information.

Use of a privately owned vehicle, including the operation or as a passenger, may be an option while participating in the volunteer activity. Seattle Colleges does not provide liability or physical damage insurance coverage on privately owned vehicles. The vehicle owner must provide the liability and physical damage insurance coverage for privately owned vehicle.

In the event of an emergency, I grant the Seattle Colleges permission to authorize emergency medical care and treatment for the Volunteer for the duration of their participation in this designated activity.

I exercise my own free choice to participate in the designated activity. I understand and assume all associated risks. I agree to assume all risk of personal injury or loss, bodily injury (including death), damage to or loss of, or destruction of personal property, resulting from or arising out of participation in the designated volunteer activity. I also release, waive, indemnify, hold harmless, and discharge the Seattle Colleges from all claims, damages, and injuries arising out of my volunteer activities.

I hereby certify that I have read and understand the provisions above. For volunteers under 18 years of age, the parent or guardian accepts the above terms and grants permissions for the student's participation on behalf of said minor.

To be completed by Supervisor:

Volunteer Name: _____

Volunteer Dates: _____

Volunteer Activities: _____

Signature of Supervisor

Date

To be completed by Volunteer:

If Volunteer is a minor, Parent/Guardian Name: _____

Emergency Contact's Name and Phone Number: _____

Signature of Volunteer or Parent/Guardian

Date

Note: This completed form must be attached to the Volunteer Request Form.



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Volunteer Information for International Students

This form is only to be used for International Students to gather the necessary information to enter them into the system so they can volunteer for Seattle Colleges. Seattle Colleges does not require background checks for International Students.

Name: _____
First Middle Last

Date of birth (MM/DD/YYYY): _____

Address (local address): _____

EMPLID: _____

☐ I certify that the information above is correct.

Signature of Volunteer

Date

Note: If applicable, this completed form must be attached to the Volunteer Request Form.

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