

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5072

**TITLE:** VOLUNTEER SERVICES

**BASED ON POLICY:** 5.07 EMPLOYMENT AGREEMENTS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

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I. Purpose:

To define and establish the process for the use of volunteers at South Florida State College.

II. Procedure:

The following process is to be followed when the use of a volunteer has been deemed appropriate:

- A. The requesting department shall coordinate with the volunteer to prepare a South Florida State College Volunteer Services Application and submit the application to the Office of Human Resources at least 15 business days prior to the anticipated start date of the volunteer. Applicants under the age of 18 must also complete and submit a Volunteer Parental Consent form.
- B. The requesting department shall coordinate with the volunteer to ensure completion of fingerprints, and if driving College vehicles, will provide a valid copy of the applicant's driver's license for completion of a driver history check.
- C. The Office of Human Resources will notify the volunteer supervisor upon approval of the volunteer and return a copy of the approved request to the department. Individuals reviewed and approved to drive will be added to the Approved Drivers List by Office of Human Resources.
- D. The volunteer may not start until all documents are completed, fingerprint and/or driver's license results are received/reviewed, and approval is given by the Office of Human Resources.
- E. The requesting department may then contact the volunteer, arrange appropriate training, and schedule as needed.
- F. Departments utilizing volunteers must maintain some type of volunteer position description and a time-tracking method indicating the days and hours the volunteer performs duties. The time-tracking records must be available for inspection by appropriate College officials (Human Resources,

auditors, etc.) upon request. The failure of a department to accurately record volunteer time may render the department ineligible to use volunteers in the future.

### III. Guidelines

- A. Individuals who volunteer or donate their services generally do so on a part-time basis with no minimum time requirements. They do not volunteer as employees, receive no compensation, and are not considered employees of the College. Volunteers are unpaid and are not entitled to unemployment compensation.
- B. Each volunteer position will have a clearly defined description of the qualifications, responsibilities, and limitations of the position. The department will be required to develop, maintain, and update these requirements.
- C. Volunteers are required to complete and submit a South Florida State College Volunteer Services Application. Applicants under the age of 18 must also complete and submit a Volunteer Parental Consent form.
- D. All volunteer applicants are required to be fingerprinted.
- E. Volunteers are covered under the College's workers' compensation policy if injury occurs while performing approved volunteer duties.
- F. Non-exempt College employees are not allowed to volunteer additional time to do the same or similar work for which they are employed without compensation.
- G. College employees may not volunteer for positions requiring time away from their primary employed position unless approved in writing by a senior administrator.
- H. The department in need of the volunteer will be responsible for the recruitment of the individual(s) for the volunteer position(s).
- I. Departments requesting that an approved volunteer drive College vehicles will require that the supervisor submit a written request and a copy of the volunteer's valid driver's license to the Office of Human Resources to be added to the Approved Drivers List. The individual will require a driver history check and may not drive College vehicles until the results are received/reviewed and approved by the Office of Human Resources and they are added to the Approved Drivers List.
- J. Enrolled SFSC students are eligible to volunteer for positions to meet service project/service learning requirements. The student is responsible for documenting, tracking, and submitting volunteer hours, as required per the scholarship or service program.

- K. Individuals may not volunteer at the College as part of a court-ordered community service program.
- L. Volunteers shall comply with all Board policies, College procedures, Florida Board of Education Rules, and Florida Statutes.

**HISTORY: Adopted: 03/01/23**

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**Reviewed: -**

**Revised: -**