**Information for Volunteers**

We are pleased that you are interested in volunteering your services to the University of Idaho. Before you begin volunteering, the department dean or director must approve your volunteer service. If you are a minor (under age 18), you must also have the written approval of your parent or guardian.

A volunteer provides services without compensation for those services. A volunteer does not have an employment relationship with the University of Idaho and receives no wages, salary or other compensation for services. A volunteer will not receive any reimbursement for expenses or other payment or benefit unless it is specified in a signed Volunteer Qualification Checklist. A volunteer is not eligible for any University employment benefits, including but not limited to vacation, sick leave, retirement, tuition benefits, disability insurance, health insurance, unemployment insurance, or workers compensation coverage.

Volunteer service is appreciated, but it does not give priority for university employment and volunteers should have no expectation of future employment. If volunteers subsequently obtain university employment, they will not be paid for any services that they provide before they receive a written appointment letter for employment.

Volunteers in some areas are subject to background checks.

Volunteers may not transport groups, students, minors, or non-UI affiliated persons on UI business or UI sponsored events and activities. Exceptions may be made only with prior written approval of Risk Management and if approved, volunteer is subject to university policy, Vehicle Coverage and Use, found in the [Administrative Procedures Manual, 5.08.](https://www.uidaho.edu/apm/05/08)

Volunteers are not authorized to act in any way on behalf of the university in business matters, including purchasing property, signing contracts, agreements, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the university in any agreement.

Everyone in the university community, including volunteers, is subject to University of Idaho policies on safety and security; sexual harassment; drug and alcohol abuse; non-discrimination and equal opportunity, etc. Volunteers should familiarize themselves with other policies of the department in which they volunteer, such as policies on confidentiality of records, intellectual property, conflict of interest, etc. Volunteers must comply with any ethical codes or similar standards of conduct applicable to the division of the university in which they provide volunteer services. For example, volunteers in Athletics are subject to applicable NCAA rules.

Volunteers must be a US citizen or otherwise eligible to work in the US unless they are performing service that no one within the University of Idaho is paid to do.

Volunteers are under no obligation to provide any services to the university and are free to discontinue their volunteer activities at any time. The university may terminate any volunteer relations at any time without cause or prior notice and at its sole discretion.

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| Information from University of Idaho |
| UI college & unit: |  |
| UI unit contact name: |  |
| Description of volunteer’s Service: |  |
| Information about volunteer |
| Volunteer name (Print:) |  |
| Dates of volunteer service: |  |
| Home address: |  |
| Volunteer phone or cell: |  |
| Volunteer email: |  |
| Emergency contact name: |  | Phone # |  |
| I understand the University of Idaho does not provide coverage for any injuries that occur to me while I am volunteering on behalf of the University of Idaho. I have read the information above and certify that I am eligible to be a volunteer. As a volunteer, I am not eligible for Workers Compensation. If I use my own vehicle or personal property on behalf of the University of Idaho, I understand that the University of Idaho will not cover any damages to my own vehicle or personal property. |
| Acknowledgement of receipt volunteer’s signature: |  | Date |  |