Policy:	Volunteer Services Policy
Policy No:	3.28
Approved:	Board of Trustees: March 2006

POLICY FOR VOLUNTEER SERVICES

It is the interest of Sullivan County Community College to match the personal interests and skills of volunteers to a range of volunteering opportunities determined by the College. Volunteering is a matter of choice. Acceptance of an offer to do volunteer service is the sole right of Sullivan County Community College.

The division, department or office that requests volunteer service must clearly identify the tasks a volunteer will do and the responsibility that goes with those tasks. Volunteers shall not undertake work for which the College pays staff. The collective bargaining units should be fully aware of the areas of undertaken by volunteers.

The College shall give volunteers all materials, equipment and tools to enable them to carry out their tasks. The College shall permit use of college-owned vehicles under similar conditions that apply to College staff. Volunteers shall have access to their work locations under similar conditions that apply to College staff.

The College shall adequately protect volunteers against any risk involved in volunteering. This shall include indemnification, defense, personal accident coverage, liability coverage and auto coverage to the extent such protection is afforded College staff. Volunteers shall follow the College's Purchasing Policy and Procedures and incur no personal expense in doing tasks for the College. Volunteers shall be expected to respect the confidentiality of matters relative to student and College business affairs.

Volunteers shall receive a letter from the appropriate College officer that certifies a volunteer's service to the College.