
Policy: Volunteer Services Policy

Policy No: 3.28

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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. Sullivan County Community College reserves the right to accept or decline offers of volunteer services.

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 will complete compliance training as required by college policy. Volunteers shall not undertake work for which the College pays full time staff. The collective bargaining units should be fully aware of the areas 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. Volunteers shall follow the Board of Trustees Travel Policy 3.26.

The College shall adequately protect volunteers against risks involved in volunteering. This shall include appropriate accident and liability coverage under applicable college insurance policies. 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.