



Volunteer Policy

Volunteer Definition – An individual who performs services without compensation. Allegheny College volunteers must be 18 years or older and complete all documentation and clearances prior to starting.

Volunteer Policy:

Allegheny departments may use volunteers to accomplish certain work as well as extend their budgets. Volunteer services must be properly authorized by the host department and the Office of Human Resources in accordance with all related guidance and procedures. Authorized volunteers are agents of the College, therefore qualifications, background and suitability of the individual must be considered before offering an opportunity to volunteer. Unauthorized volunteers may not be permitted to perform any duties or services on behalf of the College.

- Volunteers are not covered under Allegheny's Workers Compensation plan insurance or other work related insurance.
- Volunteers agree to abide by all applicable rules and regulations of the College. Failure to do so may constitute grounds for termination of the volunteer arrangement.
- For Athletic positions: volunteers must also abide by the rules of the NCAA, appropriate conference affiliation(s), and federal mandates regarding education.
- Volunteer assignments must be approved by the Cabinet Member and the Office of Human Resources.
- In signing this form, the volunteer also acknowledges the receipt of our Employment Handbook, which can be accessed at <http://sites.allegheny.edu/hr/employee-handbook>. You also understand it is your responsibility to familiarize yourself with the contents of the Handbook and you understand that policies and standards must be followed while volunteering with Allegheny.
- Any clearances required for the volunteer position must be turned into the Office of Human Resource prior to any volunteer work is to be performed.

Volunteer Name (Printed)

Volunteer Signature

Date