

Intern or Volunteer Considerations

Individuals (who are not employees) may donate their time and services to Wake Forest University. Departments must consult with the Human Resources Office to determine if an individual meets the requirements and qualifies as an intern and/or volunteer. The University requires a careful review of the possible arrangement to ensure the safety of the individual and that no conflict of interest exists. Interns and volunteers should be at least 16 years of age. Wake Forest students can volunteer at any age.

To initiate this process, the Department Manager or designate follows these **six** simple steps:

1. Familiarize yourself with the Intern & Volunteer Criteria (*). These are the legal guidelines that outline the instances in which an individual may "intern" or "volunteer" at Wake Forest rather than being considered an "employee."
2. Review the [Wake Forest University Volunteer Guidelines](#) and complete the [Wake Forest University Volunteer Agreement Form](#)/ or the [Unpaid Internship Checklist](#) form and submit it to AskHR@wfu.edu at least two weeks prior to the individual's planned start date in the department.
3. The Human Resources Office will review the information to determine whether this is an appropriate Internship or Volunteer arrangement. If the individual is a minor, there are additional considerations that the Human Resources Office will need to evaluate.
4. If the Intern/Volunteer will be working with minors, and the Human Resources Office has approved the arrangement, the Human Resources Office will coordinate with him or her to conduct a background check. After these have been successfully completed, you will be notified by Human Resources. The individual may not start in the department until the background check has been successfully completed.
5. If the individual will need access to buildings or systems, the department manager can complete the Onboarding Request form. This form will indicate the access requested. The person will be named as "Affiliate/Special".
6. If the individual is on a visa, you are responsible for obtaining additional approval of

the arrangement from the Center for International Studies (Name change coming...
Center for Global Programs & Studies).

If the person does not meet the criteria to serve as a Volunteer or Intern, they may need to be employed. This process may be initiated by either posting a position with the recruitment team, or by onboarding the person. Please complete this form ([Onboarding Request Form](#)) for new faculty and staff members, who are not currently on WFU payroll. This form can be used for Embanet, and affiliates. Requests to waive the posting process will be evaluated, and you'll be contacted within 48 hours. Other requests will be processed according to payroll deadlines. If this job was posted in OpenHire, please contact AskHR@wfu.edu for assistance. This form will not need to be completed. We can be reached at 758-4700 to answer any of your questions, so please contact us.

FORMS:

- [Unpaid Internship Checklist](#)
- [Volunteer Guidelines](#)
- [Volunteer Agreement](#)