

Wake Forest University Volunteer Guidelines

1. General

Wake Forest University is a not-for-profit higher education institution engaged in fulfilling its mission to educate its students as whole persons in order to prepare them to find their places in the world after graduation. This education of the whole person includes providing opportunities to partake in a variety of activities including athletic activities, service, and opportunities to develop leadership skills, all integral parts of the Wake Forest experience.

Wake Forest also recognizes the benefits of volunteer relationships for the University as well as its students and volunteers. We seek to foster such relationships while ensuring that the relationship is clearly understood by both parties to protect the interests of and minimize the risks for all. The University does not intend for volunteers to perform or displace work that is presently being performed by Wake Forest employees.

In fact, many roles are not suitable for volunteers. Volunteer arrangements may not be used to circumvent the established processes that govern standard University authorized hires. Volunteer status may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.

2. Responsibilities of Wake Forest Volunteers

By their very nature, volunteers are not employees. Wake Forest volunteers do not have an employment relationship with the University for their volunteer activities on any grounds or for any reason and therefore are not covered by the Fair Labor Standards Act (“FLSA”) or paid a salary or wage for volunteer activities. Volunteers are not eligible for any University benefits, including but not limited to workers’ compensation benefits. At all times, the University has the discretion to select volunteers and may end the volunteer relationship with or without advance notice.

Volunteers are expected to abide by University policies, external regulations and laws that govern their actions including but not limited to those regarding ethical behavior, confidentiality (including the requirements of FERPA), financial responsibility, motor vehicle operation, and drug and alcohol use.

The managing department is responsible for properly screening, engaging, supervising and terminating the volunteer relationship. The department is also responsible for ensuring an individual has appropriate experience, qualifications, and training for the volunteer tasks to be performed.

To qualify as a Wake Forest volunteer, an individual must be willing to provide volunteer services as outlined in this policy and must complete and sign a Wake Forest Volunteer Agreement and other associated forms, including necessary background checks, as appropriate.

3. Who May Volunteer

Wake Forest volunteers are uncompensated individuals who perform services to support the activities of the University or to gain experience in specific endeavors without the promise, expectation, or receipt of any compensation, future employment or any other tangible benefit.

Current employees, retirees, students, alumni or other individuals may volunteer at the University, with the following restrictions:

- An individual who is not a current Wake Forest student must be at least 16 years of age. Current Wake Forest students may volunteer regardless of age.
- The individual must present ID sufficient to establish identification.
- Any current Wake Forest employee may qualify as a volunteer if:
 - a) the employee is not volunteering during normal working hours;
 - b) the employee is volunteering for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for the services rendered;
 - c) there is no coercion or undue pressure (direct or implied) on the employee to volunteer; and
 - d) in volunteering, the volunteer will not provide the same or similar services for which he or she is employed by the University.

4. No Compensation to Volunteers

Wake Forest volunteers should not expect to be compensated for volunteering.

5. Volunteer Agreements

A Wake Forest Volunteer Agreement is required for all University volunteer activities. This Agreement must specify the activities the volunteer intends to undertake and make it clear that the volunteer is serving in a voluntary capacity, that he or she will not be paid any wages, and that he or she is not covered by workers' compensation insurance. The Agreement must be approved in writing by Human Resources prior to any volunteer activity being performed. The supervisor should complete the Agreement, have the volunteer sign it, and forward it to Human Resources for approval. The volunteer's activities may begin only after Human Resources notifies the supervisor that the Agreement is approved.

6. Background Checks

Criminal background checks and drug screens, and/or driving record background checks may be required for certain positions as designated by the University. For example, if a volunteer is to operate a University vehicle or transport students in his or her personal vehicle, a driving record check is required. Background checks are required for volunteers working with minors. Previous checks must be less than one year old for current volunteer consideration. The department is responsible for paying the cost of background checks for volunteers.

Any questions regarding these guidelines should be directed to Human Resources.