

## UNIVERSITY OF ALASKA VOLUNTEER QUALIFICATION CHECKLIST

The Volunteer Checklist is to be used with the “Guidelines for Departments Using Volunteer Services” Use of volunteers is affected by complex compliance issues including but not limited to Human Resources, INS, Risk, IRS, and Fair Labor Standards Act. Guidelines and checklists have been developed to help you avoid consequences to both your volunteer and your department, but “case by case” issues may require further consultation. Departments using volunteers are responsible for reading, understanding and implementing the guidelines. Departmental signature and approval of this checklist means the signers have correctly navigated the various issues and implemented the guidance in the guidelines document, which is found at: <http://www.alaska.edu/risksafety/download/Guidelines-for-Departments-Using-Volunteer-Services.pdf>

|  |                        |                         |                              |
|--|------------------------|-------------------------|------------------------------|
| <b>Department Information</b>          |                        | <b>Date:</b>            |                              |
| <b>Your campus:</b>                    | Anchorage              | <b>Your department:</b> | College of Arts and Sciences |
| <b>Department contact (your name):</b> | Kathy Burek Huntington | <b>Your title:</b>      | adjunct professor            |
| <b>Your phone:</b>                     | 907 242-2566           | <b>Your email:</b>      | avps.kbh@gmail.com           |

|  |  |   |  |
|--|--|---|--|
| <b>Volunteer Information</b>   |  | <b>Name of volunteer:</b>   |  |
| <b>Address of volunteer: (Street, City, State)</b>   |  |   |  |
| <b>Name of UA employee(s) who will directly supervise volunteer:</b><br>Kathy Burek Huntington |  | <b>Job Title(s) of UA employee(s)</b><br>Adjunct professor                        |  |
| <b>Location(s) of volunteer service</b><br>Alaska / primarily Anchorage area                   |  | <b>Dates and times of volunteer service:</b><br>Will vary depending on strandings |  |
| <b>Specific tasks and duties to be assigned to volunteer:</b><br>Assist with Necropsies        |  |   |  |

|   |                          |                          |  |
|---|--------------------------|--------------------------|--|
| <b>Is Volunteer a university employee?</b><br><b>If yes, HR approval is required.</b> | No                       | Yes                      | Current Position: _____ Current Dept: _____  |
|   | <input type="checkbox"/> | <input type="checkbox"/> | Initial that: _____ Volunteer services will not be the same type of services as those performed as an employee<br>_____ Employee will not perform volunteer services during their normal working hours |

| <b>VOLUNTEER QUALIFICATIONS:</b> |  | No                                  | Yes                                 |   |
|----------------------------------|--|-------------------------------------|-------------------------------------|---|
| 1                                | Is the person in pay status for time worked from an employer during the indicated dates and times of volunteer of service?                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>If no, continue.</b><br><b>If yes, stop here.</b><br>Individual does not qualify |
| 2                                | Is the person authorizing the volunteer services and/or supervising the volunteer a family member or co-habitant of the volunteer?                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>If no, continue.</b><br><b>If yes, stop here.</b><br>Individual does not qualify |
| 3                                | Is the person receiving course credit for their work?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>If no, continue.</b><br><b>If yes, stop here.</b><br>Individual does not qualify |
| 4                                | Will the volunteer work under the direct supervision of, and be given the means and direction for the performance of work, by a <b>paid</b> UA employee? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>If yes, continue</b>   |
| 5                                | Will the volunteer perform work where there is a legitimate need for services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| 6                                | Is the work related to the business or operations of UA?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| 7                                | Does the volunteer have the skills necessary to perform the work?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| 8                                | a. Is Volunteer a US citizen or eligible for unrestricted employment in the US?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>If EITHER a. or b. are Yes, continue.</b>  |
|                                  | b. Is the volunteer performing a service that no one is paid to do?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |

**IF YOUR POTENTIAL VOLUNTEER MEETS THE MINIMUM QUALIFICATIONS ABOVE, PLEASE CONTINUE THIS CHECKLIST TO DETERMINE IF ADDITIONAL REVIEW AND/OR APPROVAL ARE NEEDED FROM YOUR CAMPUS RISK MANAGEMENT:**

