

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: VOLUNTEER RISK PROTECTION

NUMBER: PRO 5-07

REFERENCE:

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I. PURPOSE

To establish procedures for registering volunteers and documenting the dates, times and locations that volunteers work. This procedure will ensure that the College can document work and provide liability and Worker's Compensation risk protection. A volunteer is defined as a non-employee who elects to donate supervised time and skill in assisting with College events and services.

II. RESPONSIBILITIES

Supervisors of volunteers are responsible for ensuring that volunteers are registered. They are responsible also for collecting data on volunteers who donate time to the College through their office or program(s). Human Resources shall maintain volunteer registration forms and work time records (logs) for four years or for the time required by insurers.

III. PROCEDURES

- a. Volunteers complete a Volunteer Participation Registration form HR040 and submit to their supervisor for signature. Supervisors send the logs

by the volunteers and by the appropriate Vice President or his/her designee.

- c. Volunteer logs will be maintained in departments throughout the calendar year and be closed out and submitted to Human Resources by the end of the calendar year. All logs are due no later than the second Friday of January.