

AP 7290 - Volunteer Recognition

Supervisor:

1. Recognizes that volunteer effort is necessary to the successful completion of the educational services goals of the department.
2. Develops appropriate volunteer job description and training.
3. Completes *Processing Checklist—Volunteer*.

Human Resources:

1. Directs volunteer to review and sign *Volunteer Insurance Information* form.
2. Accepts *Processing Checklist—Volunteer* and determines need for background check.
3. Processes background check, if applicable.
4. Notifies Department Head of eligibility for placement.

Risk Manager:

1. Purchases college insurance that will provide coverage for volunteers. Coverage will:
 - a. Include excess accidental medical coverage.
 - b. Add volunteers as named participant on the college liability policy.

October 14, 1991

Adopted College Council

March 8, 2006

Revised

October 30, 2015

Revised by College Executive Administration