



SUBJECT: Personnel

PROCEDURE: 403.12.1 Volunteers

EFFECTIVE: April 2017

REVISED:

REVIEWED:

Use of Volunteers

- Each department should establish its own volunteer screening process to best meet its needs and develop a description of the volunteer duties prior to assigning volunteers.
- A current employee may not become a volunteer in any capacity in which he/she is employed at GFC, or which is essentially similar to or related to the individual's regular work at the College. A current employee may only volunteer for special events, such as United Way events, Commencement, and the like.
- Volunteers are not covered by Montana's Worker's Compensation System and, thus, their assignments should be carefully evaluated.
- Volunteers must have the necessary training and/or supervision to safely carry out the volunteer work.

Volunteer Agreements and Reporting

- All volunteers (except volunteers for one-time, low risk activities such as Commencement) and their supervisors shall complete the GFC Volunteer Identification and Agreement form prior to beginning work. The form link is available: [Volunteer Agreement Form](#)
- Each department using volunteers are required to report annually to Human Resources the number of volunteer participants and a general description of the duties performed by them.