



Guidelines on Accepting Volunteer Services

Introduction

Harvey Mudd College encourages and supports volunteer service. A volunteer may perform a variety of functions in support of campus activities such as assisting faculty and staff members with campus events and general office work, providing volunteers are not assigned work that displaces a staff member, fills a vacancy or relieves a staff member of regular duties and responsibilities. College departments have the discretion to accept volunteer service in accordance with the conditions outlined in these guidelines.

Definition

A volunteer is a person who donates his/her time in providing services to the College without contemplation of pay or benefits. A volunteer is not an employee of the College.

Who May Volunteer

- The College accepts volunteer service from retirees, students, alumni, trustees, community members and other individuals.
- A current HMC faculty and staff member may not become a volunteer at the College in any capacity in which he or she is employed at the College or which is similar to or related to the individual's regular work at the College.
- Minors: The College does not generally allow minors under the age of 16 to volunteer. Department management may accept volunteer services from a minor who is 14 or 15 years old with prior, advance approval from the department's Vice President and after consultation with the Human Resources Office.

An individual who is a minor may volunteer with written consent from a parent or guardian prior to the beginning of the volunteer assignment. Written consent may be obtained by having the parent/guardian sign the *Volunteer Registration and Liability Waiver and Release Form*, which is the last part of these guidelines (See Volunteer Rights and Responsibilities).

A minor may not be assigned tasks that are considered hazardous by federal and state child labor laws including, but not limited to, those that involve:

- Manufacturing or storing explosives or articles containing explosive components
- Operating a motor vehicle (includes forklifts, cars, vans, electric or gas carts)
- Operating circular saws and band saws
- Operating power-driven metal forming, punching and shearing machines and woodworking machines
- Operating elevators and other power-driven hoisting apparatus
- Operating packing, processing, or rendering equipment
- Operating hazardous power-driven paper products machines
- Operating power-driving bakery machines
- Exposure to radioactive substances and to ionizing radiations

- Excavation or demolition
- Working in roofing operations

A minor who is age 14 or 15 and who is approved to volunteer is limited to the following assignments:

- Office and clerical work
- Cashiering
- Errands and delivery work by foot, bicycle, or public transportation
- Cleaning, including the use of vacuum cleaners
- Serving food and non-alcoholic beverages

Volunteer Rights and Responsibilities

- A volunteer is not an employee of the College and does not receive, nor expect, compensation or benefits for the services they provide.
- Volunteers are required to complete and sign the College's *Volunteer Registration and Liability Waiver and Release Form*. (Note: If the volunteer is a minor, a parent or guardian also signs the form.)
- Volunteers are expected to abide by College policies that apply to their activities, including those that pertain to confidentiality, financial responsibility, nondiscrimination/harassment and drug and alcohol use.
- Volunteers serve at the pleasure of the College. A volunteer assignment may be terminated at the discretion of the College without notice or cause.

Department Responsibilities

Department management is responsible for the following:

- Recruiting volunteers
- Completing and obtaining signatures on the College's *Volunteer Registration and Liability Waiver and Release Form*. The form is maintained by the department (electronically or hard copy) in a secured file
- Identifying and describing volunteer assignments
- Obtaining written consent from a parent or guardian for volunteers who are minors
- Orienting and training volunteers in their responsibilities



**VOLUNTEER REGISTRATION AND
LIABILITY WAIVER AND RELEASE**

Harvey Mudd College recognizes the importance of volunteerism to American society, and it is our intention to foster the tradition of volunteerism through greater involvement on campus. Volunteers, including student volunteers, provide a valuable service to the College without compensation or other remuneration, and we thank them for their service.

Section 1: Volunteer Registration (To be completed by department)

Name of Volunteer: _____ Department: _____
Address: _____ Dates of Service: _____
Phone #: _____
Emergency Contact: _____
Services Provided: _____

Section 2: Liability Waiver/Release (To be completed by volunteer)

I will be volunteering my services at Harvey Mudd College. I know that I am not an employee of Harvey Mudd College, cannot act as its agent, and will not receive, nor do I expect, compensation or benefits of any kind for my services. I agree to abide by and comply with the applicable rules, regulations, policies, practices, and instructions of Harvey Mudd College and to use reasonable care in all that I do. I understand, however, that in any volunteer activity there is risk of injury, illness, damage and loss and I assume the risk of injury or damage to me or my property from participating in such activity. In consideration of the opportunity to volunteer, which I voluntarily undertake, I, on behalf of my heirs and representatives, hereby release, indemnify, and forever discharge Harvey Mudd College, its trustees, agents, officers, and employees, from any and all claims, costs, liabilities, expenses and judgments of any nature whatsoever, including, but not limited to, attorney’s fees and court costs, arising out of, or related to, my performance of services.

This Release shall continue in effect indefinitely unless terminated or modified with the written consent of HMC.

Volunteer Signature - I am aware of the terms and conditions of this agreement and am signing this Agreement of my own free will.

_____ Date _____

College Representative

_____ Date _____

Parent/Guardian Signature (if volunteer is a minor): This is to certify that I, as parent/guardian with legal responsibility for this Volunteer, do consent and agree to his/her release as provided above, and for myself, my heirs, assigns, and representatives, release and agree to indemnify and hold harmless Harvey Mudd College from any and all liabilities arising from my minor child’s involvement as a Volunteer to the fullest extent permitted by law.

_____ Date _____