

**College of Health & Human Sciences - Volunteers – Updated 4/1/2020**

	<b>What to Do</b>	<b>Who</b>	<b>How to Do It</b>
1	Review Volunteer Policy	Department/ Org Unit	<a href="http://www.purdue.edu/policies/human-resources/vib2.html">http://www.purdue.edu/policies/human-resources/vib2.html</a>
2	Assessment of Volunteer Services to be Provided	Department/ Org Unit	<p>Access the <a href="#">Administrative Manual on University Volunteers</a></p> <p>Refer to item #1 for guidance on enlisting the services of a Volunteer and to make sure that the candidate meets requirements established by the Volunteer Policy.</p> <p>Please refer to #2-B if your Volunteer is a Minor.</p>
3	Volunteer Agreement	Department/ Org Unit	<p>If the services that are going to be provided by the volunteer require an agreement as established by the Manual, the candidate must read and sign a Volunteer Agreement and Release Form:</p> <p><a href="http://www.purdue.edu/ethics/documents/AppendixC.docx">http://www.purdue.edu/ethics/documents/AppendixC.docx</a></p>
4	Notify HHS/Employment Center of Volunteer(s)	Department/ Org Unit	<p>Send the volunteer name(s) and addresses, or the Volunteer Agreements, to the HHS Employment Center at:</p> <p><a href="mailto:HHSEmployment@purdue.edu">HHSEmployment@purdue.edu</a></p>
5	Screening Volunteers	HHS/ Employment Center	<p>Will perform the necessary checks that are mandatory per Administrative Manual on Volunteer Policy.</p> <p>Additional Background screening might be required depending on the duties that the volunteer will have.</p>
5	Reporting	HHS/Employment Center	<p>Annual reporting for the Office of the Vice President for Ethics and Compliance</p> <p>Annual report of all Sex and Violent Offender Registry Checks</p>