FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Volunteers NUMBER: 6Hx12:3-24

AUTHORITY: District Board of Trustees

RESPONSIBILITY: Executive Director of Human Resources

OTHER: DATE: 8/10/2023

It is the policy of the District Board of Trustees for Florida Gateway College to encourage, promote and support the use of volunteers in a manner in which ensures that the relationship between the college and its volunteers are clearly established and understood by both parties, while reducing and protecting the interests of the college, its volunteers and the community.

History: Adopted: 07/31/23 Effective: 08/10/23 Revised:

FLORIDA GATEWAY COLLEGE

PROCEDURE

TITLE: Volunteers PAGE: 1

AUTHORITY: District Board of Trustees

RESPONSIBILITY: Executive Director of Human Resources

NUMBER OF BOARD RELATED POLICY: 6Hx12:3-24

A “college volunteer” is an uncompensated individual, over the age of 16, who donates his or her time to any activity or effort of the college, including but not limited to humanitarian, charitable, civic, educational or public service activities of the college. A college volunteer is not an employee of the college and is not eligible for any compensation or benefits as a result of his or her volunteer association with the college.

The following procedures are required to volunteer for Florida Gateway College and must be completed before any volunteer work is actually performed:

1. Departments wishing to utilize a college volunteer must complete a description of the duties and services to be performed, number of volunteers requested and a start and end date for such volunteer service. This information should be sent via email to the appropriate Vice President/Dean and the Executive Director of Human Resources for approval no less than one week prior to the beginning of volunteer service. If the Department has names of individuals seeking to volunteer for a specific project or activity, it should provide those names to the appropriate Vice President/Dean and Executive Director of Human Resources at the same time as it provides the remaining information required by this paragraph.

2. An individual seeking to volunteer must complete a Volunteer Application available online at <https://www.schooljobs.com/careers/fgcedu> which will submit the completed application to Human Resources. All information provided by the volunteer within the Volunteer Application must be true and correct. Any false or misleading information is grounds for disqualification as a college volunteer.

3. Human Resources will conduct a Level 2 background screening in accordance with sections 1012.8551 and 110.1127, Florida Statutes.

4. College volunteer will complete any training or orientation required by Human Resources.

College volunteers must:

* Abide by all laws, regulations, rules, and college policies and procedures that govern their actions;
* Follow all directions and instructions given to them by college personnel overseeing the activity for which he or she has volunteered;
* Submit a Volunteer Application to volunteer no less than every six months that he or she seeks to volunteer.

College volunteers are prohibited from:

* Operating any motorized vehicles, including but not limited to heavy equipment, automobiles or golf carts, leased or owned by the college;
* Entering into any contract on behalf of the college;
* Engaging in any conduct or activity considered inappropriate for an employee of the college;
* Replacing employee positions or otherwise impairing the employment of a college position.

A college volunteer may end his or her service to the College at any time and without prior notice. Likewise, the College may terminate the volunteer’s service at any time, without prior notice, with or without cause.

This policy does not apply to internships and preceptorships at Florida Gateway College. For more information on internships and preceptorships contact the Executive Director of Human Resources.

History: Adopted: 07/31/23 Effective: 08/10/23 Revised: