

Guidelines for Volunteer Services and Activities Cape Cod Community College

Cape Cod Community College appreciates and welcomes the support of volunteers who contribute to the College's Mission by offering supplemental program services and activities to its students, faculty, staff and local community. In order to effectively coordinate and evaluate volunteer services, the College has developed the following guidelines. These are general guidelines and may not address the unique circumstances or exceptional needs of a particular individual, program, service or activity.

Volunteers are not considered employees of the College.

Records of these contributions, along with the *Release and Waiver of Liability* should be kept within the department sponsoring the activity, by the responsible department head.

Guidelines:

- Volunteers may provide service in areas where such service will enhance the quality and efficiency of programs and activities offered by the College to its students, employees and the community.
- Volunteers are welcome to contribute their services to the College in any approved area, but shall not, at any time, perform bargaining unit work.
- Volunteer services may include, but are not limited to, coaching, training, coordinating projects or events, assisting students with disabilities, assisting with child care, assisting with campus ministry or counseling, assisting in computer or science labs, performing in theatre or arts events, and/or assisting in offices.
- When required, a volunteer must possess the appropriate license, certification or credentials to perform certain activities (e.g. first aid, aquatic safety, martial arts, health care, social work, psychology, etc.).
- Volunteers may be invited to participate in appropriate staff development or training programs. Volunteers should be provided any training necessary for the safety of themselves and others, such as building evacuation routes and campus emergency procedures.
- Volunteers shall not engage in or undertake activities that pose a risk of injury or harm to themselves or to others.
- Volunteers shall respect the privacy of students, employees and members of the College community by maintaining confidentiality in all matters arising out of their voluntary activity.
- Volunteers must comply with all appropriate campus, Commonwealth, and federal policies and regulations (e.g. Affirmative Action, Anti-Sexual Harassment, Diversity/ Anti-Discrimination, etc.) during every aspect of their voluntary activity.
- Volunteers who engage in activities dealing with youth, the elderly, mentally or physically impaired or ill persons, or members of other "at risk" populations may be required to undergo a criminal offender record investigation (CORI) and/or sexual offender record investigation (SORI) background check as a condition of their voluntary service.
- Volunteers should report to the responsible department head when arriving on campus to perform their volunteer services.
- The College may terminate or discontinue any volunteer service at any time and for any reason at its pleasure.

Cape Cod Community College

RELEASE AND WAIVER OF LIABILITY
VOLUNTARY SERVICES

This Agreement is entered between Cape Cod Community College (College) and _____ (the "Volunteer"), for purposes of releasing the College, its governing board, officers, employees, and students (the "College"), from any and all liability arising from the Volunteer's performance of voluntary services for the College. The Volunteer enters this Agreement voluntarily and with knowledge that she/he does so without retaining any rights and/or recourse against the College. Further, the Volunteer is fully aware and acknowledges that she/he has not entered into an employment contract, expressed and/or implied, with the College and is not entitled to any benefits, including but not limited to, workers or unemployment compensation, health insurance, or immunity or indemnification protections traditionally enjoyed by employees of the College.

The Volunteer further agrees that she/he will indemnify and hold the College harmless from and against any and all costs, damages, liabilities, or expenses, related to any injury, death or property damage that may arise out of the Volunteer's performance of any and all services at the College, or on its behalf, except to the extent such are caused by the sole fault or negligence of the College. The College may at any time terminate the Volunteer's services.

By my signature I acknowledge that I have read this document and the related Guidelines in their entirety, understand all related provisions, and agree to fully comply with them.

Volunteer (please print)

Signature of Volunteer

Date

Department Head (please print)

Dates of Service

8/2017