



## PROCEDURE FOR VOLUNTEER SERVICE

Lower Columbia College recognizes the value of enlisting community and student volunteers to provide a variety of support services to assist in the operation of college programs, events, and activities. Volunteers are representatives of Lower Columbia College who do not receive compensation from LCC for their volunteer service, however, volunteers could receive compensation from another institution for their time worked while on the LCC campus. The following guidelines are established in the management and record keeping of LCC volunteers:

1. All managers of volunteers working in campus-sponsored programs shall develop a policy and records management of volunteer's involvement in accordance with, but not limited to, sections 2, 3, and 4 of this policy.
  - A. Volunteers in the ASLCC Clubs or Organizations shall abide by procedures for those groups and must be approved by the Director of Student Activities.
  - B. Volunteers participating in unpaid work through Cooperative Education, either on campus or off-campus, shall abide by cooperative work experience procedures, including enrollment in applicable 288/289/294 courses. Enrollment permission must be approved by the LCC faculty and Manager of Educational Partnerships.
2. All volunteers' service to the College is to be requested by the supervisor of the volunteer's activity and approved by Human Resources before their service begins. All volunteers shall complete a LCC Authorization for Release of Information form. Supervisors, on or off campus, are responsible for training volunteers. LCC directors, supervisors, program coordinators, or their designees are responsible for informing volunteers of applicable and relevant College policies for volunteer service.
3. Volunteer service requires the following documentation:
  - [Volunteer Authorization for Release of Information](#)
  - Volunteer Agreement – cannot volunteer until agreement has been approved by HR
  - [Volunteer Notice of Nondisclosure](#) – only required if the volunteer will need access to ctLink
  - Volunteer Time Sheet – must be submitted monthly to the supervisor, and forwarded to Payroll, so the hours can be reported to the Department of Labor & Industries for insurance purposes
    - Payroll – Edwin Reyes-Ramirez (ereyes-ramirez@lowercolumbia.edu); Sherie Hockett (shockett@lowercolumbia.edu)
4. All volunteers are to adhere to all [LCC policies and procedures](#) including, but not limited to, the Ethics Laws of the State of Washington and De Minimis Rules. Copies of the De Minimis Rules can be obtained from HR. Please review the [LCC Code of Ethics](#).
5. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.



# VOLUNTEER AGREEMENT

Volunteer Name:	Department/Program:
Volunteer Start Date:	End Date:

---

I volunteer to work for Lower Columbia College in the department/program above. I understand that I am freely and willingly providing my time and effort and will not receive a salary or wage from Lower Columbia College for my time spent in volunteer status. However, with advanced supervisory approval, I may claim reimbursement for actual expenses necessarily incurred in the performance of assigned or authorized duties so long as the funds used for reimbursement are not restricted to LCC Students.

Additionally, I will provide a monthly volunteer time sheet to my supervisor so my service can be reported for Department Labor and Industries insurance purposes. I agree to represent LCC with professionalism, maintain confidentiality as directed by supervisor, and abide by all College policies and procedures.

Volunteer Signature:	Date:
----------------------	-------

---

## SUPERVISOR

I request that the above volunteer be approved for service to the College, under my supervision, for the time period listed above. This volunteer has been provided a Volunteer Timesheet, which I will forward each month to the Payroll Office. As the supervisor of the volunteer, I have provided the volunteer with all relevant policies and training, and a copy of the De Minimis Rules and Ethics Laws.

Supervisor Signature <i>(required)</i> :	Date:
--	-------

---

VP Signature <i>(required)</i> :	Date:
----------------------------------	-------

---

### ASLCC Clubs & Orgs Volunteers

Dir. of Student Programming Signature:	Date:
--	-------

---

### CE 288/289/294 Volunteers

Mgr. of Ed. Partnerships Signature:	Date:
-------------------------------------	-------

---

## HUMAN RESOURCE SERVICES

HR Representative Approval:	Date:
-----------------------------	-------

---

