



The University of Georgia

College of Family & Consumer Sciences
Office of the Dean

FACS Policy and Procedures to Insure Unpaid Student Interns and other Volunteers: Documenting Risk Management Volunteer Agreements

Situation: Volunteers are part of a structured program organized, controlled and directed by a University of Georgia Department for the purpose of carrying out the functions of the University. This includes students that are not being paid for their activities. While employees are typically entitled to benefits including accident or medical insurance and workers' compensation, volunteers are not.

Policy: If departments or units of the College of Family and Consumer Sciences plan to utilize volunteers, including students, for the purpose of carrying out programs and functions, completion of the UGA Risk Management Volunteer Agreement is required well in advance of the start date.

To make state liability coverage effective, the following must be submitted prior to the start date of the volunteer program: the volunteer agreement, description of volunteer duties, and the brief description explaining the benefits that the University will derive from the volunteer program

http://www.busfin.uga.edu/forms/UGA_Risk_Management_Volunteer_Agreement.pdf

- (1) Examples of when to complete the Volunteer Agreement:** Students operating Couture a la Cart, a mobile retailer to merchandise student designs; Activities not associated with a course or under faculty guidance .
- (2) Examples of when NOT to complete the Volunteer Agreement:** Service Learning course related activities; Student Clubs registered and in good standing with the Center for Student Organizations; Students on paid Internships paid through UGA payroll; Unpaid internships which the Department/Unit have completed a MOU approved through UGA Legal Affairs with the agency; Graduate students on UGA assistantships and graduate students conducting research under direction of faculty.

When in doubt – contact Kathy McCarty kmccarty@uga.edu

Procedures:

1. Print the Department or Unit Name under item 1 of the Volunteer Agreement.
2. Add potential risk exposure under item 6, attach additional page if necessary.
3. Obtain the volunteer's signature and date of signature; print the name of the volunteer and the volunteer's telephone number.
4. Write a complete description of the volunteer duties and the duration of the program on the second page; attach additional page(s) as necessary. Also, include the benefits that UGA will derive from this program.
5. Obtain the Dean's signature.

6. After you have obtained the Dean's signature, documents may be emailed to kmccarty@uga.edu or mailed to:

Kathy McCarty, Administrative Services Division Risk Management Office
Administrative Services Warehouse, Athens, GA 30602

Acknowledgment of receipt of the appropriate documents will be emailed to the Dean or Director unless otherwise noted.

If you have questions regarding the volunteer form or need additional information, please call or email Kathy McCarty at 706-425-3250 or kmccarty@uga.edu.

Effective date: January 1, 2015

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