

# PCSU Volunteer Policy and Procedures

## I. DEFINITION OF VOLUNTEERS/EXPENSES

### A. What Constitutes a Volunteer?

Volunteers are individuals that are not employed by the project or by a partnering program and are donating their time for services that benefit the project. These services may include technical skills, sharing of knowledge, physical labor, etc. Volunteers are to be used as supplemental manpower, not to be used in place of paid employees.

### B. Types of Volunteers

**Single Activity Volunteers** – Those that work with the project once or for a limited period of time. These will often take the form of scheduled work days planned by the project or group organizations that donate their time to help with a specific task (i.e., boy scouts, church/community groups, etc). Generally, the type of service is not one that requires detailed training and is appropriate for a wide variety of people from very young to more mature. The formal association as a volunteer terminates at the conclusion of the project although the activity may lead to further relations with individuals as regular volunteers. Individuals not a part of a group volunteer project that are only volunteering for a one-time activity may apply as a single activity volunteer unless the activity will require special training. If the volunteer is under the age of 18 years, they must have parental or guardian signed consent before being allowed to participate.

**Regular Volunteers** – Those that have regularly scheduled volunteer services. This may be on any schedule that can be worked out with the project and the volunteer. Examples may include assistance in office work, data entry, working with field crews, etc. Individuals not part of a group volunteer project where the volunteer service may require special training should apply as a *regular volunteer* even if it is for a one-time activity. Depending upon the level of training required, a *Regular Volunteer* applicant should be carefully screened to make sure they have the proper training and certifications needed. If the volunteer is under the age of 18 years, they must have parental or guardian signed consent before being allowed to participate. Volunteer applications must be renewed annually to maintain updated records.

### C. Expenses for Volunteers.

Volunteer service is limited to unpaid services, except for reimbursements that were pre-approved by PCSU for purchases made on behalf of the project. For per diem/back country subsistence, original receipts must be provided or this will be considered taxable income. Other examples will undoubtedly arise and these may be discussed with PCSU staff. The WH-1 form is required for reimbursements. Non-US citizens must provide a copy of their visa.

## II. PROCEDURES

### A. Step 1 - Submit Project Volunteer Program Description Application & Position Description(s)

1. Prior to accepting and utilizing volunteers, each project must submit to the PCSU office (attn: Clifford Morden, PCSU Deputy Director [cmorden@hawaii.edu](mailto:cmorden@hawaii.edu) or fax 956-4710) a volunteer program application and position descriptions (see attachments) for review and approval. The volunteer program application must include the following:
  - a. Program outline defining the nature and scope of the volunteer program. What are the program objectives and how they intend to utilize volunteers.
  - b. Describe volunteer duties in detail.
  - c. Describe prerequisite skill levels for each type of volunteer service.
  - d. Describe the training that will be provided to volunteers.
  - e. Describe monitoring/supervision.
2. The project will receive a written approval/denial of their volunteer program application. If the volunteer program is accepted, volunteer opportunities may then be posted on the PCSU website. It is important that this information accurately reflects what specific volunteer activities are available for a project. If new volunteer opportunities arise, this can be modified and re-posted quickly, but must be done so that volunteers are aware of what will be required of them. Volunteers will contact the individual projects to apply.

### B. Step 2 - Volunteer Application Procedure (After Project Volunteer Program is Accepted)

1. All individuals must apply to become volunteers. Volunteer application forms (single activity and regular) are available at the PCSU web site found under the "Forms" link or go directly to: <http://www.botany.hawaii.edu/faculty/duffy/volunteer.htm>

*It is important that volunteer coordinators are very clear in advance with applicants of what the intended duties of the volunteer service will include. This will allow the individual to evaluate if this will be within or beyond their capabilities prior to applying.*

2. *Applicants should contact the project that they would like to work with. The Project Supervisor/Volunteer Coordinator should make the initial determination whether applicants are qualified. Final approval of Regular Volunteers are made by PCSU and College of Natural Sciences.. This will be determined in large part by comparison of the duties they will carry out to their background/experience relative to those duties. The Project Supervisor/Volunteer Coordinator will be informed of this quickly. A negative evaluation will be followed up by a discussion with the Project Supervisor/Volunteer Coordinator for clarification before final decisions are made.*

### **Single Activity Volunteer Application**

Applications can be filled out by individuals the day of the activity. However, if the volunteer is under the age of 18 years, they must have parental or guardian signed consent before being allowed to participate.

1. Volunteers fill out the information requested, signs and dates the form.
2. The Project Supervisor or Volunteer Coordinator must pass out the volunteer duties to ensure that volunteers can meet the requirements of the activity.
3. Project Supervisor or Volunteer Coordinator fills in the boxed portion at bottom of page identifying:
  - a. Project service group (if applicable)
  - b. Date of activity
  - c. Volunteer's position title or brief description of activity
  - d. Signature of Project Supervisor or Volunteer Coordinator
4. **Send** original Single Activity Volunteer Application form to PCSU office for approval by project PI and recording of volunteer information. (Projects should also track volunteer information for reporting purposes)
5. Original forms are forwarded by PCSU to the College of Natural Sciences for documentation.

### **Regular Volunteer Application**

1. Forms must be filled out and approved in advance of volunteer service.
2. Volunteer applicants fill out the information requested with special attention to:
  - a. Education/ Training and Specialized Skills
  - b. Certifications
  - c. Special Skills
  - d. Special Interests
  - e. Employment
  - f. Previous volunteer experience
  - g. Personal Reference
3. Project Supervisor or Volunteer Coordinator interviews the applicant to make sure their background is compatible with the type of service taking place. *The applicant should be asked to show evidence specialized training or certification when being interviewed if it is to be required for the activity.*
4. Personal reference provided by the applicant must be checked.
5. Project Supervisor or Volunteer Coordinator are to fill in the boxed portion at bottom of page two identifying:
  - a. The date the interview took place and the reference was checked
  - b. Whether the applicant was selected or not. If not selected, form should be kept with project volunteer records and not forwarded to PCSU.
  - c. Volunteer's position title or brief description of activity

- d. Signature of Project Supervisor or Volunteer Coordinator
- 6. **Send originals** of the following forms to PCSU office for review/approval:
  - a. Regular Volunteer Application Form
  - b. Volunteer Waiver Form (which includes “Assumption of Risk and Release” and “Medical Consent Form”)
  - c. WH-1 form
  - d. Acknowledgment of position description

After PCSU approves the application, original forms will be forwarded to Natural Sciences for final approval for registration as PCSU/University of Hawaii volunteers.

- 7. **Send a copy of** the following to PCSU Office, **after** the volunteer is approved and **prior** to starting service:
  - a. Letter of invitation
    - (1) specifies that the applicant has been selected to be a volunteer with name of program
    - (2) specify period of time – maximum is one year so list specific start/end dates
    - (3) include position description
    - (4) if volunteer will be given per diem or back country allowance, describe what expenses will be covered by project.
  - b. Letter of acceptance by volunteer – can incorporate with letter of invitation on the bottom of invitation letter

**Send originals/copies attention to:**

\* Lynnette Kinoshita, PCSU/Dept of Botany

3190 Maile Way St. John 408

Honolulu, HI 96822

Fax: 956-4710 Email: [lynnkino@hawaii.edu](mailto:lynnkino@hawaii.edu) Ph: 956-3932

(\*will route to PCSU Deputy Director/College of Natural Sciences)

- 8. If requested, project will be sent an approved copy for their files.