



Policy SA031: Volunteerism

Recommended for Approval by: *Susanne Fenske*

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Approved by: *Jon Anderson*

Jon Anderson, Ph.D., President

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A. Intent

To ensure Pennsylvania Western University's compliance with the [PA State System Board of Governors Policy 1991-04-A, Volunteerism](#) on the use of volunteers on campus.

B. Definition(s)

Volunteer—Any individual authorized by an appropriate appointing authority, who provides services to PennWest University without remuneration.

Appointing Authority – At PennWest the appointing authority is the member of the respective Campus Leadership Team whose division is seeking to appoint a volunteer.

C. Policy

In accordance with the Board of Governors Volunteerism policy, it with expectation of the University that individuals providing services to PennWest University without remuneration be registered, vetted and approved in accordance with the procedures below.

D. Procedure(s)

1. Complete the PennWest Volunteer Service Request Form
 - a. The length of the volunteer service can be no longer than one (1) year. The volunteer process will follow the fiscal year of July 1st to June 30th. Each volunteer will need to register each fiscal year. A new PennWest Volunteer Service Request Form will be required if extending the volunteer service beyond this timeframe.
 - b. Obtain the approval of the appropriate Appointing Authority
 - c. Confirm required background clearances are completed and on file. See Procedure 2 for

additional information.

d. Submit the form to the President's Office for final approval.

2. Criminal Background Clearances

a. Three clearances are required:

i. Pennsylvania State Police (PSP)

ii. Department of Human Resources Child Abuse History Clearance

iii. Federal Criminal History

1. May not be required for volunteer if criteria is met as outline in

[PASSHE Procedure/Standard Number 2015-21, Background](#)

[Clearances and Reporting Requirements](#), Section III, B.2. and

completion of "Pennsylvania's State System of Higher Education

Volunteer Certification of Exemption from FBI Background Check for is

completed and on file with the requesting department.

iv. Exceptions apply to student volunteers as outline in [PASSHE](#)

[Procedure/Standard Number 2015-21, Background Clearances and Reporting](#)

[Requirements](#), Section III, B.2.d.

b. The volunteer shall provide written notice within 72 hours of arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database.

The volunteer is required to sign a confirmation of their awareness to provide this information by completing the Reporting of Arrests or Convictions Confirmation Form.

c. If the background clearance shows an adverse finding, contact the Office of Human Resources for further review.

d. Current background clearances may be on file in the Office of Human Resources. If the volunteer has current background clearances on file with the Office of Human Resources, the clearances may be used, and it must be noted on the PennWest Volunteer Service Request Form they are maintained with the Office of Human Resources.

e. If the volunteer does not have valid clearances on file, with the requesting department or with the Office of Human Resources, the requesting department is responsible for ensuring the clearances are obtained, recorded on the request form, and retained by the requesting department.

f. Clearances are valid for five (5) years (60 months) from the date of completion and shall be retained for 25 years. Ref. [PASSHE Procedure/Standard Number 2015-21, Background Clearances and Reporting Requirements](#), Section III, B.2.

g. Valid background clearances must be on file before volunteer service can begin.

2. The President's Office issues the volunteer status approval letter to the volunteer

a. The approval letter will be issued upon receipt of a fully completed and approved PennWest Volunteer Service Request Form.

b. The volunteer cannot begin their volunteer service until they have received the approval letter from the President's Office.

c. A copy of the volunteer approval letter is electronically sent to the requesting department contact, Human Resources, Vice President and Dean/Director. For athletics related volunteer it will be sent to the Campus Administrator and Athletic Director, as applicable.

The volunteer is required to complete mandatory Social Equity training and will receive electronic correspondence after volunteer service is approved.

E. All policies of the University will be in conformity with all applicable Federal and Pennsylvania statutes and regulations. All policies need to be consistent with Board of Governors policies and Pennsylvania State System of Higher Education collective bargaining agreements.

F. Related policies

[PASSHE Board of Governors Policy 1991-04-A: Volunteerism](#)

[PASSHE Procedure/Standard 2015-21 – Background Clearances and Reporting Requirements](#)

G. Contact Information

The President's Office issues volunteer status approval letters.

H. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.