Volunteer Process Checklist

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| Position Title |  |

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|  | **Completed** |
| Department establishes a need for a volunteer and contact Human Resources for the appropriate paperwork. |  |
| Department sends Volunteer the following paperwork to be completed:   * Personal Data form * Volunteer Service Agreement (Section 1 to be completed by Volunteer & Section 3 if non-resident alien) * Background Check Information   \*Note: Section 2 of Volunteer Service Agreement must be completed by department supervisor of the Volunteer |  |
| The Department creates a role description and sends it to Human Resources for approval and completed volunteer paperwork. |  |
| The Human Resources Volunteer Coordinator reviews paperwork with the AVP Director of Human Resources for approval. |  |
| Upon approval from the AVP Director of Human Resources, the HR Volunteer Coordinator checks in Banner for the following information:   * What the relationship the volunteer has with the University * If they are an active employee or have ever been employed with the University * If they have a background check on file that is within the last 13 months or if the volunteer has passed their background check |  |
| After checking for a completed background check from UPD.   * If nominee does not pass background check, then the results are reviewed by Legal * If after review from Legal and there is not a positive review, Academic Affairs and candidate are notified that they are not eligible to work at FGCU |  |
| If nominee passes background check then Records reviews information and inputs into Banner with a one year time frame, unless otherwise specified |  |
| Once Banner updates, Identity Management creates Active Directory account including email |  |
| Academic Affairs receives notice of employee and email log on information; send notification to nominee. |  |
| **NOTE: You are responsible for notifying both Records and Employment if there are any status changes or if their appointment is anticipated to be longer or shorter.** |  |