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
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| 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
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| 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.**  |  |