WHITMAN COLLEGE

SUPERVISOR GUIDE FOR RECRUITING VOLUNTEERS

The purpose of this guide is to support supervisors in recruiting and onboarding volunteers at Whitman College. This guide outlines how volunteers differ from paid employees, the general requirements and expectations of a volunteer, and helpful resources to reference.

If someone has expressed an interest in volunteering for your office or department, please contact Human Resources at hr@whitman.edu to guide you through this process. Human Resources will help ensure that all requirements and expectations are being met, as well as support you, the supervisor, and the volunteer through this process.

VOLUNTEER GUIDELINES AND EXPECTATIONS

Guidelines for Volunteers

When determining whether someone offering their time can be considered a volunteer or must be paid for their work, several elements must be considered, which are listed below. Reach out to Human Resources to help you determine if the volunteer position meets this criteria and, if not, how the position can be adjusted to do so. These guidelines were adopted from the Nonprofit Risk Management Center.

For a person to be considered a volunteer, the following four questions should be answered with "yes":
1) Is the organization benefiting from the volunteer work a nonprofit organization?
2) Are the volunteering hours less than full time (i.e., 40 hours per week or 2080 hours per year)?
3) Is the intended volunteer providing their services by their own volition, meaning without pressure of coercion from the organization or others?
4) Are the duties expected of the volunteer typical of most work performed in volunteer positions?

Additionally, if you are able to answer "no" to the following two questions, the person should be considered a volunteer:
5) Does the work carried out by the volunteer replace the work of one or more paid employees?
6) Does the volunteer receive or believe they will receive any type of benefit or compensation for their work?

If the above criteria are not met as described, then the person giving their time is not considered a volunteer and should be compensated appropriately.

Furthermore, as members of the Whitman College community, all volunteers are expected to adhere to the current COVID-19 campus protocols. The current COVID-19 protocols can be found at the COVID-19 Dashboard [here](#).

VOLUNTEER AGREEMENT

When people volunteer their time, it is important to keep records of the volunteer expectations and duties. Human Resources needs to have on file a Volunteer Agreement Form for every volunteer. As the volunteer's supervisor, you are expected to fill out the Volunteer Agreement form. Instructions for how to fill out the form are provided below. If any questions arise as you complete the form, contact Human Resources at hr@whitman.edu for assistance.

How to Complete the Volunteer Agreement
1) Review the Volunteer Guidelines and Expectations described on the first page of this guide to ensure all guidelines are being followed.
2) Fill out the relevant fields of the Volunteer Agreement form on page three of this document.
   a) You should complete all fields except for the Human Resources signature.
3) Send this document, including the completed Volunteer Agreement form, to Human Resources at hr@whitman.edu to get their approval and signature.
   a) The completed Volunteer Agreement will be saved in an HR file for future reference.

PAID EMPLOYEES WHO VOLUNTEER

Things can get tricky when a paid employee also wants to volunteer at Whitman. When a current employee expresses an interest in volunteering for the college, you should immediately contact Human Resources at hr@whitman.edu to determine next steps. Even when the person interested in volunteering is an employee of Whitman College, you should complete the Volunteer Agreement linked above. This is especially important for current employees as it outlines how their volunteer duties differ from their job duties.

HELPFUL RESOURCES TO REFERENCE

- [WA State Department of Labor & Industries: Internships, Apprenticeships & Volunteering](#)
- [Nonprofit Risk Management Center - Employee or Volunteer: What's the Difference?](#)
- [WA State Department of Labor & Industries: Minimum Wage Act Applicability](#)
- [WA State Legislature: RCW 51.12.035 (Volunteers)](#)
- [SHRM: How to Determine if an Individual is a Volunteer or an Employee](#)

WHITMAN COLLEGE

VOLUNTEER AGREEMENT

Volunteer Name

Date of Birth

Phone Number

Email Address

Mailing Address

Supervisor Name

Department/Office

Volunteer Start Date

Hours per Week

Anticipated Duration

Anticipated End Date

Volunteer Duties

Additional Notes

Supervisor Signature   **Date**

HR Signature   **Date**