



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Volunteer Assignment</b>	
Department: <b>Staff Human Resources</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>December 2001</b>
References: <b>CSU Volunteer Policy HR 2005-26</b>	Revision Date: <b>June 2005</b>
Web Links: <b>CSU Volunteer Policy HR 2005-26</b> <b>Office of General Counsel Manual</b>	Expiration Date: <b>NA</b>

Volunteers perform a variety of services in support of University programs and activities with no promise, expectation, or receipt of compensation for services rendered.

## I. General Information

A Volunteer Assignment Form must be completed for each volunteer. **Volunteers must provide a Social Security Number if they will drive a vehicle on state business and/or be reimbursed for travel expenses.** Completed Volunteer Assignment Forms are to be retained in the college or administrative unit. A copy of the Volunteer Assignment Form shall be forwarded to the appropriate division executive. Keys or equipment provided to volunteers during their service must be returned at the end of their service. Library books must also be returned. Volunteer Assignment Forms and related documents may be destroyed three years following the end of volunteer service.

The minimum age for a CSULB volunteer is 16. Volunteer service performed by minors shall conform to state regulations as follow:

	<u>Non-School Days</u>	<u>School Days</u>
Maximum Number of Volunteer Hours for Minors	8/day; 48/week	4/day; 28/week

Volunteer service of minors may only be performed between 5:00 a.m. and 10:00 p.m. (12:30 a.m. when there is no school scheduled for the following day.)

Volunteers who engage in lobbying activities on behalf of the CSU are exempt from the reporting requirements of the *Lobbying Disclosure Act of 1995*; however they may receive no financial or other compensation for their services. CSULB employees who engage in lobbying activities on behalf of the CSU in a volunteer capacity are not exempt from the reporting requirements of the *Lobbying Disclosure Act of 1995*.

Individuals who volunteer as MD's or in other professional activities in the allied health field will be required to demonstrate proof of current malpractice insurance. Such insurance shall be primary coverage for the volunteer.

## II. Miscellaneous Information

**I.D. Card** – An ID card may be obtained by completing a CSULB VOLUNTEER ID CARD Application and Agreement Form. The picture ID Card will provide the volunteer with the ability to access university services, through the established university process.

**Keys** – If it is necessary to provide volunteers with university keys, the authorized official must complete a Key Issue Card. The volunteer may obtain the authorized key(s) by presenting the completed Key Issue Card and a CSULB Picture ID Card to Facilities Management.

**Vitae or SC-1** – A Vitae or SC-1 is required for academic volunteer assignments, such as field supervisors, researchers, art museum docents, or coaches.

**Email Account** – If the creation of an email account is necessary for the volunteer to perform his/her assignment, accounts may be obtained by presenting a completed Volunteer Assignment Form and a CSULB Picture ID Card to Information Technology Services (ITS).



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Parking – To receive complimentary parking privileges, the volunteer must present a completed Volunteer Assignment Form and CSULB Picture ID Card to Parking and Transportation Services. Current CSULB faculty, staff or students who also volunteer are not eligible for complimentary parking privileges.

Assignment Letter – For academic volunteers the Volunteer Assignment form shall be forwarded to the appropriate Dean/Administrator who shall prepare an assignment letter to the volunteer. If the assignment requires a Visa, the Volunteer Assignment form must be forwarded to Academic Personnel via the Dean/Administrator.

**FORMS:** Volunteer Assignment Form

ID Card Application