

2018-19 Volunteer Procedures

Overlying Philosophy

Volunteers are an important part of the Department of Dance community. Volunteers are most often brought in to teach a master class, give a lecture, or cover a class for a faculty member engaged in research/scholarly and creative activities. Though Volunteers are not paid, it is important that the standards for Volunteers be professionally high; college instructional experience and knowledge of CSULB Department of Dance procedures is necessary if the instructor is not present. **All Volunteers must be approved by the Department Chair.**

NEW for FALL 2018!!

Setting up a Volunteer prior to coming on campus: All CSULB Volunteers must submit a *Limited Reporters for reporting child abuse* form and a *Campus Volunteer Form* with attached “Assignment and Summary of Duties” (both forms may be found on the CSULB Dance website under Faculty Resources). The *Campus Volunteer Form* will generate the Volunteer a necessary Campus ID number if they do not already have one (all alumni and former faculty/staff already have Campus ID numbers).

- ◆ ***Limited Reporter for reporting child abuse and neglect.*** This is a one-time acknowledgement form, so it only needs to be filled out and signed by a Volunteer once. This must be turned in two weeks prior to a Volunteer arriving on campus. It must be signed by the Volunteer, so they may sign and scan the form or FAX it directly to the Department.
- ◆ All CSULB Volunteers must have submitted the ***Campus Volunteer Form*** in order to obtain a Campus ID number and to have their contact information in the system. If the Volunteer has taught here or went to school here, they already have an ID number and should provide that to you. As of August 2018, this form will need to be submitted each year for a Volunteer. You may set a Volunteer up for an entire academic year or a specifically shorter period of time.
 - Volunteer forms should be left for the Chair to approve prior to going up to the College office (Chanel Acker) with the Limited Reporter form (if not already turned in).
 - A short “Assignment and Summary of Duties” on a separate page must be attached to the Campus Volunteer Form. This is a short description of the service the Volunteer is providing the Department. **DO NOT use the term “substitute”;** if a Volunteer is subbing a class, describe that they are “guest teaching” a class.
 - If the Volunteer already has a Campus ID, they must submit that number on the form. CSULB alumni and former faculty and staff all have Campus ID numbers.
 - Social Security Numbers are asked of Volunteers without Campus ID numbers. The form may be submitted without a SSN (according to Chanel Acker).
 - If the Volunteer agrees to share their SSN, they may put it on the form or call Chanel Acker at 562.985.4365 to deliver the number via telephone.
 - Once the Campus Volunteer Form is put into the University system, the Volunteer will be emailed from CSULB regarding acquiring their Campus ID number.

PREPARING FOR THE SPECIFIC VISIT; either A or B:

A. Procedures for arranging a Volunteer to be a guest with a faculty member present...

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1. If a Volunteer is already set up in the system (has turned in the Campus Volunteer Form and Limited Reporter form), go to #2. If not, submit those via instructions above in addition to what is described in #2.
2. Fill out the **Master Class/Lecture Request Form** that is available on the Dance website in Faculty Resources. This tells the Chair and office the specific dates a volunteer is providing services in the Department.
 - o The fee will be \$0.
3. Leave all necessary forms for the Chair to approve.
4. If approved, the Chair will route the forms to Sylvia/College of the Arts (Sylvia will route to Jen if necessary).
5. On the day of the activity, the Volunteer must first stop at the Dance office to sign a Liability Waiver, available from Sylvia.
6. **You should allow 2 weeks for all of the paperwork to be prepared.**

B. Procedures for arranging a Volunteer to cover a class due to professional obligations...

1. For a faculty member engaged in research/scholarly and creative activities to clear an absence, the faculty member must have the absence approved by the Chair via the **Notice of Absence from Class/Class Cancellation** form (see *Faculty Absence and Substitute Policy* for details).
2. If a Volunteer is already set up in the system (has turned in the *Campus Volunteer Form* and *Limited Reporter* form), go to #3. If not, submit those via instructions above in addition to what is described in #3.
3. Leave all necessary forms for the Chair to approve.
4. If approved, the Chair will route the forms to Sylvia/College of the Arts (Sylvia will route to Jen).
5. On the day of the activity, the Volunteer must first stop at the Dance office to sign a Liability Waiver, available from Sylvia.
6. **You should allow 2 weeks for all of the paperwork to be prepared.**

Parking for Volunteers

- ◆ Parking will not be covered for Volunteers covering a class for a faculty member engaged in research/scholarly and creative activities or absent due to illness. All compensation for this type of Volunteer should be covered by the Faculty member.
- ◆ Parking will be covered for Volunteers conducting business on behalf of the Department such as teaching master classes, giving guest lectures, or serving on Department-sponsored panels. Parking must be arranged ahead of time in order for parking to be paid by the Department from IRA funds. Parking can be paid for Volunteers if approved by the Chair.

Posting information

- ◆ Once you have a guest approved, request a bio, a photo, and any pertinent information about the class. Feel free to post this information on the Guest Artist bulletin board outside of Studio 1. When the event is over, please remove the information.

Jeniffer Mishica	562.985.7071	jeniffer.mishica@csulb.edu
Dept. FAX	562.985.7896	
Betsy Cooper	562.985.1116	elizabeth.cooper@csulb.edu