Department of Tropical Medicine
Volunteer Policy

The university has strict guidelines and procedures for engaging volunteers. The purpose of these policies is to ensure that the relationship between the volunteer and university is clearly understood by all involved parties to protect the interest of the university and personal interest of the individuals involved.

Volunteers are defined as individuals who perform services directly related to the University to gain experience in specific endeavors. These services are performed without promise, expectation or receipt of any compensation, future employment or any other tangible benefit.

The following guidelines need to be followed per University Policy:

1. Faculty member will send a request to Kasi Guillot including a general description of what is expected from the volunteer. Kasi Guillot will review the request and initiate all necessary paperwork.
2. The volunteer will meet with Kasi Guillot in order to complete the volunteer packet. A completed volunteer packet has to be on file with the department and WFMO must approve all volunteers before they can begin. The packet includes an application, volunteer description of service, volunteer background release form (background check is at the PI’s expense) and a volunteer agreement.
3. University volunteers are prohibited from performing the following activities:
   A. Working with BSLIII and BSL IV protocols
   B. Working with stored energy (i.e. Liquid N2, High Voltage, etc)
   C. Working with bio hazardous or infectious materials
   D. Working with animals
   E. A non-student volunteer under the age of 18 may only volunteer for services not requiring a volunteer agreement. Please be sure to inquire with Kasi Guillot or the University Handbook for specific details

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