

Volunteer Hiring Checklist

Name _____ Phone _____

E-mail _____ Reporting Dept/Area GMA

In case of an emergency, please notify the following person:

Name _____ Phone _____

Relationship _____

	Item	Completed
Forms	Volunteer Application	
	Job Description	
Training	Auto Coverage and Safety Training <i>If driving a state vehicle Training will be needed.</i>	
	Drug Free Workplace Statement	
	Right to Know Chemical Training <i>If working with chemicals, Training will be needed.</i>	n/a
	Non-Harassment Training	
For HR Use	Background/MVR Completed	

Volunteer Application Form

Volunteer Assignment Information:

Reporting Department/Area: GMA	Supervisor of Volunteer: Sara Hand	Starting Date:	Ending Date: (if one)
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Volunteer's Information:

First Name:	Middle Name:	Last Name:	
Address:	City:	State:	Zip:
Date of Birth:	Phone:	Email Address:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Please explain and list dates:	
Do you currently have a valid driver's license (To Drive In Volunteer Role)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, supply license number and valid dates:		Do you currently have a valid GA commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, supply license number and valid dates:	

Education:

High School Attended:	College Attended:	Highest Degree Awarded (when & where):
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In connection with your application to volunteer with Abraham Baldwin Agricultural College, you understand that consumer reports or investigative consumer reports may be requested about you, including information about criminal record and sexual offender status and may involve public record or various federal, state, or local agencies. If your duties involve significant fiscal oversight, we will conduct a credit check.

You hereby authorize the obtaining of such consumer reports and investigative consumer reports at any time after execution of this authorization. By signing below, you hereby authorize without reservation, any party or agency contacted by this employer, or the consumer reporting agency acting on behalf of the employer, to furnish the above mentioned information.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant's Signature

Date _____

Release and Waiver of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR RIGHTS.

This Release and Waiver of Liability (the "Release") is executed on this _____ day of _____, 20____, by
(DAY) (MONTH)
_____ on behalf of Abraham Baldwin Agricultural College (ABAC).

The Volunteer desires to work as a volunteer for ABAC and to engage in the activities related to being a volunteer. The volunteer understands that the activities may include a variety of skills and physical exertion.

The Volunteer does hereby freely, voluntarily, and without duress execute this Release under the following terms:

1. Waivers and Release. Volunteer does hereby release and forever discharge and hold harmless ABAC and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's work for ABAC.

Volunteer understands and acknowledges that this Release discharges ABAC from any liability or claim that the Volunteer may have against ABAC with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer's work for ABAC whether caused by the negligence of ABAC or its officers, directors, employees, agents, volunteers, or otherwise. Volunteer also understands that, except as otherwise agreed to by ABAC in writing, ABAC does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury or illness.

2. Medical Treatment. Except as otherwise agreed to by ABAC in writing, Volunteer does hereby release and forever discharge and hold harmless ABAC and its successors and assigns from any and all liability or claims which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with Volunteer's work for ABAC.

3. Assumption of Risk. The Volunteer understands that the work for ABAC may include activities that may be hazardous to the volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from work sites. The Volunteer hereby expressly and specifically assumes the risk of injury or harm in these activities and releases ABAC from all liability for injury, illness, death or property damage resulting from the activities the Volunteer performs on behalf of ABAC.

4. Insurance. The Volunteer understands that, except as otherwise agreed to by ABAC in writing, ABAC does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. **Each volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**

5. Photographic Release. Volunteer does hereby grant and convey unto ABAC all rights, title, and interest in any and all photographic images and video or audio recordings made by ABAC during the Volunteer's work for ABAC, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

I certify that this information is true and accurate to the best of my knowledge, and I release and hold harmless Abraham Baldwin Agricultural College, for any inaccuracy or misrepresentation.

Volunteer: _____ **Date** _____

Parent/Guardian (if under 18): _____ **Date** _____

Supervisor: _____ **Date:** _____



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of Human Resources

PURPOSE

This policy is designed to enable Abraham Baldwin College to promote volunteerism, accept volunteers, reduce volunteer risk and protect the interests of the college, its volunteers, and the community it serves.

DEFINITION – COLLEGE VOLUNTEER

A College Volunteer is an uncompensated individual who performs services directly related to the support of the college. These may include various humanitarian, charitable, or public service activities of the college. To qualify as a College Volunteer, an individual must be willing to provide service according to the procedures in this policy.

An individual who provides services to an entity other than the college, even if related to the college, (such as an Alumni Association) will not be considered a College Volunteer.

POLICY

College Volunteers are expected to abide by the college's policies and procedures, and external regulations that govern their actions. This includes, but not limited to, those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use.

College Volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or any college benefits.

WHO MAY VOLUNTEER

Anyone, including retirees, students, alumni, or others, may apply to volunteer to provide services to the college with the following restrictions:

- Individuals under the age of fifteen may not become college volunteers. An exception for Institution Approved Special Youth Programs may be requested and granted by the college.
- A college student who is younger than sixteen years of age may only become a college volunteer as part of an approved school program, and only with parental consent.
- An individual under the age of eighteen must obtain parental consent to volunteer.
- A current employee may not become a college volunteer at the college in any capacity in which he or she is employed at the college, or which is essentially similar to or related to the individual's regular work at the college.
- A current employee may only volunteer for special events or programs such as the Georgia Museum of Agriculture, United Way, Cancer Society, and the like.

SERVICES REQUIRING A VOLUNTEER AGREEMENT

- Laboratory Work
- Professional services, such as those performed by accountants, architects, and engineers
- Services involving travel of any kind
- Services involving work with animals
- Services requiring access to confidential information
- Services involving working with minors, patients, and/or human research subjects
- Advisory council participants
- Gallery program guides
- Public Speakers
- Work with agricultural or other equipment (Equipment operation is specifically limited to the Georgia Museum of Agriculture).

PROHIBITED ACTIVITIES

College Volunteers cannot replace employee positions or impair the employment of a college position. Volunteer's services are generally limited to humanitarian, charitable, or public services.

College volunteers are also prohibited from performing the following activities:

- Operating heavy equipment including vehicles or working with stored energy (e.g. steam, electricity, hydraulics, except specifically for the Georgia Museum of Agriculture)
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the college
- Serving in any capacity aboard a research vessel
- Working with infectious or potentially infectious agents, including human blood

PROCEDURE

When selecting and engaging a volunteer, it is the department's or unit's responsibility to be certain that the individual has adequate experience, qualifications, and training for the task that will be performed.

1. The department or unit must complete a description of the duties and services to be performed by the College Volunteer. This must designate if the employee is driving on behalf of the college, and if any specific training is required such as DOAS Vehicle Safety, Chemical Right-to-Know, General Safety, and other training is required.
2. The Drug Free Statement must be signed, and the Sexual Harassment on-line training must be completed and form signed by the volunteer.
3. The volunteer must ensure that the Volunteer Application Form, the Volunteer Release and Waiver of Liability Form, and the State of Georgia Background Request Forms are all completed. Necessary parental consent signatures must also be obtained.
4. Human Resources will complete background checks. All Non-Student Volunteers will have a complete background check conducted. Student Volunteers who work with children, such as those volunteering at the Georgia Museum of Agriculture, will have a complete background check conducted.
5. Forward a copy of all completed forms to Human Resources Department. The College Volunteer approval process will consist of an approval by the respective hiring manager, and one supervisory level above the hiring manager.
6. Human Resources will retain all forms completed for a period of three years from the date of the College Volunteers separation. If the individual is a returning volunteer, but the break in service is greater than one year, all applicable forms and processes must be completed once again.
7. If the individual is a current volunteer but their duties are changed, all applicable forms and processes must be completed once again.
8. Once approved, the College Volunteer can then obtain an appropriate campus identification badge, and a temporary parking permit if applicable.

DISMISSAL

A College Volunteer's term of service may be terminated at any time and without prior notice for any reason.

CONTACT OFFICE

Abraham Baldwin College – Human Resources Department

229.391.4890

KAJ 02/11/13

GMA General Volunteer - Job Description

Title: GMA Volunteer

Position Summary: The role of a volunteer at the Georgia Museum of Agriculture (GMA) is to educate visitors and portray the lifestyle of Wiregrass Georgia's rich, rural cultural heritage and agricultural history at the turn of the 20th century.

Possible Primary Duties:

- Be a living interpreter in the Historic Village
- Be active at assigned location
- Educate guests
- Know information about the assigned location before working
- Conduct research about South Georgia during 1870s – 1910s
- Serve as a conductor on the train
- Greet guests
- Participate at special events
- Regularly log in volunteer hours on Volgistics/Vicnet
- Sign up for upcoming events on Volgistics/Vicnet
- Check Volgistics/Vicnet often for volunteer opportunities
- Attend offered training sessions
- Provide your own period appropriate costume and wear on site.
 - If available, you may borrow the GMA's clothing until outfit is ready.
- Participate in any other tasks assigned in the Historic Village
- Meet the physical demands of being a volunteer which may involve:
 - Sit, talk, hear, and use hands and fingers to handle, feel, manipulate, or pick up items
 - Walk, stand, climb, or balance
 - Stoop, kneel, crouch, or crawl
 - Lift or move weights of up to 25 pounds
 - See in varying light conditions and use color vision and depth perception
 - Work in outdoor conditions throughout the year

****Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions****

Reports to Sara Hand, Assistant Director 229-391-5208/ cell 229-392-5946

Additional site supervision: Gina Beckman 229-391-5211/ cell 615-946-7025



Office of Human Resources

Auto Coverage and Safety Training from DOAS

Click this link <http://doas.ga.gov/risk-management/risk-management-education-and-training>, scroll down and click on

“Auto Liability Coverage Training” and “Driving Do’s and Don’ts Training”.

Watch the videos under both links.

After you have viewed them, please print this page and fill out the bottom of the page.

Auto Coverage and Safety Training Certificate

Print Name

Date

has viewed the two DOAS Auto Coverage and Safety Training videos.

Employee’s Signature

GMA

Employee’s Department



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of Human Resources

Drug Free Workplace Statement

Abraham Baldwin Agricultural College prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs in the workplace. ABAC prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during non-working hours, clearly affects an employee's ability to perform his/her public duties. Any employee who feels he/she may have a substance abuse problem is encouraged to seek counseling and treatment.

If an employee is arrested for or convicted (including a plea of *nolo contendere*) for a violation of any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Director of Human Resources at Abraham Baldwin Agricultural College in writing within five (5) calendar days of the arrest or conviction.

Such unlawful activity will be considered sufficient grounds for serious adverse personnel action, including possible dismissal from employment.

I have read and understand this policy.

Signature _____ Date _____

Please print, sign and date this page. Any questions concerning this policy should be directed to the Office of Human Resources.



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of Human Resources

NON-HARASSMENT TRAINING

Abraham Baldwin Agricultural College has the highest expectations and behavioral standards for its students, faculty, staff, contractors, volunteers, visitors, and others that interact with this institution in regard to ensuring respect of others. Failure to conform to ABAC standards of behavior are viewed with the utmost seriousness, and will result in severe disciplinary action including and up to discharge or expulsion.

Additionally, sexual harassment and harassment based upon protected categories, including race, color, gender, religion, and national origin, are also violations of Title VII of the Civil Rights Act of 1964. Disability, age, and veteran status are additionally protected by law. Sexual harassment and sexual violence are also a violation of federal law, specifically Title IX and criminal prosecution may also result.

Sexual harassment can occur as the result of a person creating a hostile environment for others, including jokes, pictures, or inappropriate use of social media. Covered activities include all academic, educational, extracurricular, athletic, and other programs of the college, whether those programs take place in a college's facilities, at a class or training program sponsored by the college, or elsewhere.

Complaints of student-on-student harassment that initially occur off college grounds may also be processed in accordance with established procedures. In all cases, ABAC will investigate all cases in a prompt, thorough, and impartial manner. In cases involving potential criminal conduct, college personnel will determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified.

ABAC will make every reasonable effort to maintain the confidentiality of complaints and throughout the investigative process. A written response to the complainant and the alleged perpetrator will be made concurrently at the conclusion of the investigation. ABAC will also provide educational training to students, faculty, and staff on an on-going basis in an effort to promote awareness and understanding.

The Title IX Coordinator for ABAC is the Human Resources Director. The Deputy Title IX Coordinators for receipt of complaints also include the Dean of Students, Director of Student Development and the Athletic Director.

CERTIFICATE OF TRAINING

Employee's Signature

GMA
Employee's Dept.

Date

Please mark your status with ABAC:

Faculty _____

Staff _____

Student _____

Volunteer X