

VOLUNTEER IDENTIFICATION PROCEDURES

POLICY

A CSUDH volunteer may perform work or provide services without compensation for a semester, academic year, calendar year, session, or any part thereof. Work or services performed may be on an ongoing basis or for a short-term event. CSUDH volunteers may perform a variety of functions of support of campus activities.

The use of volunteers is at the sole discretion of the department for which the volunteer is providing services. Volunteer services may end with or without prior notice at any time the department, in its sole opinion, determines that the services are no longer needed by the department. No length of performance of volunteer services for a specific department or for CSUDH shall create any entitlement, right or privilege on the part of any individual to continue providing prospective volunteer services for CSUDH. Alternatively, CSUDH volunteers may discontinue providing their services at any time.

An individual who volunteers services in a field which requires a license or certificate must satisfy that requirement prior to performance of those duties.

Departments may provide provisional services (e.g., email, phone) to CSU volunteers for the purposes and duration of the volunteer assignment. CSU volunteers may not:

- Be granted access to or authority over CSU financial accounts or funds; and
- Be granted access to confidential information, unless specifically authorized.

Background checks are required for volunteers who perform work involving direct contact with minor children at CSU-hosted recreational camps or who perform duties that would regularly require a background check if performed by CSU employees.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083. Volunteers are required to sign a statement prior to the start of their service as a volunteer that acknowledges their status as a Limited Reporter. Volunteers who refuse to sign the statement presented to them cannot serve as volunteers, ***without exception.***

“**Limited Reporter**” is a category of Mandated Reporter, in accordance with California Penal Code § 11165.7(a)(41), and defined by the CSU as those who are legally required to report child abuse or neglect *only if it occurs on CSU premises or at an official activity of, or program conducted by, the CSU.*

An online course for Mandated Reporters is available on the [Learning Management System](#) (under keyword search "Mandated Reporter").

Per the [CSU COVID-19 Vaccination Interim Policy](#), faculty, staff, **volunteers**, student workers and administrators of the CSU must be immunized against COVID-19 or declare a medical or religious exemption if eligible. You will be required to self-certify your vaccination status on the [myCSUDH portal](#).

PROCEDURES

This form is used to establish appointments of volunteers, including the acceptance of the appointment by the volunteer. When the form is completed thoroughly and approved by the Dean or Appropriate Administrator, the form must be submitted to Human Resources for review **prior** to performing any work or services. If you have questions regarding the use of this form, call (310)243-3771. **If the volunteer is a minor**, please call Human Resources to determine appropriate restrictions.