

Volunteers are persons performing official University activities while under the direction and control of an ASU employee. Volunteers are not paid.

Volunteers are provided insurance coverage, including liability for acts or omissions while serving in their authorized capacity. Workers' compensation coverage is not provided to volunteers.

### **WORK LIMITATIONS**

There are limits to the work and prerequisites to volunteers engaging in ASU activities. These include but are not limited to the following:

- Building and lab keys will not be issued to volunteers. Facility access for an approved volunteer is coordinated by the individual faculty sponsor such that volunteers are never allowed to work alone.
- **Minors in labs are not considered volunteers and shall subscribe to a separate policy and approval process.**
- Training may be necessary prior to beginning work as an approved volunteer.
- Volunteers are authorized to drive university vehicles for official university business provided they have a valid U.S. driver's license and complete the [Authorized Driver Program](#).
- Volunteers are limited to non-high-risk positions. Volunteer approval is contingent upon meeting the minimum qualifications to perform the task.
- Volunteers in research labs are required to receive lab-specific training from their faculty sponsor.

### **APPROVAL PROCESS**

Follow these steps to properly complete a volunteer registration form.

1. Select the appropriate form according to the nature of the volunteer work.
  - [General volunteers](#)  
This form is used for general volunteer work.
  - [General volunteers \(minor participants\) - volunteers under 18 years old](#)  
Please complete this form if you are a minor that will perform general volunteer work. See the TPS guide on MINORS on CAMPUS and in LABS.
  - [Volunteers in labs](#)  
This form is used specifically for volunteers in labs. This form does not apply to visiting scholars or research scientists, student workers in labs or enrolled students who are taking a lab class for academic credit. Please note minors in labs are also not volunteers.
2. Complete electronic fields in the appropriate volunteer form.
  - List the full name of the volunteer's direct supervisor or primary investigator and the department head (list Leila Ladani as the department head).
  - Once the Volunteer has signed the form, the Volunteer should advise their direct supervisor or primary investigator.

3. All parties on the form must sign to be executed and to begin volunteer duties.
  - If the volunteer is a minor, excluding minors in labs, a parent or legal guardian must also sign the form.
  - A waiver must also be signed by all volunteers and is included in the respective volunteer form.
4. Completed electronic forms are electronically sent to ASU Risk and Emergency Management.
  - Paper forms are available for special cases, such as large events where 25 or more volunteers may be present. [Email](#) ASU Risk Management for information and appropriate steps.

### **VOLUNTEER and VISITOR TRAINING**

- Volunteers and visitors should participate in EH&S training.
- In some cases, ASU sponsors may require it.
- Nonemployee ASU affiliations, including volunteers and visitors, must complete [additional steps](#) to obtain sub-affiliate status and a Career EDGE security role.
- Once Career EDGE access is granted, the volunteer and visitor may visit the EH&S Employee training website tab to self-enroll.
- If the volunteer or visitor is unable to access the desired training system please submit a [Service Now ticket](#).
- Faculty sponsors should work with Stephanie Rack, TPS HR Coordinator, to obtain sub-affiliate and security role, per this [knowledge article](#), for the volunteers or visitors who must complete the training in Career EDGE.

#### TPS Visitors

In lieu of completing EHS training, visiting employees or scholars from other universities or organizations may submit equivalent training transcripts from their home university to [EHS @asu.edu](mailto:EHS@asu.edu)

#### TPS Volunteers

- To determine the courses required and to register for the required safety courses by job function, access the ASU [EHS Training Determination Tool](#).
- Volunteers in research labs are required to receive lab-specific safety training from their faculty sponsor.
- Volunteers must have completed the [volunteer registration](#) form and submit it to [ASU Risk Management](#) in compliance with the [EHS 705-08: University Volunteer Insurance Coverage](#) policy.
- Volunteers working at the direction of a university employee for official university activity are provided insurance coverage for liability for acts and omissions in accordance with state law but not workman's compensation.

### **VOLUNTEER POLICIES**

A volunteer may not perform any work until the School and volunteer complete the appropriate volunteer form.

Volunteers can only assist in non-high-risk positions.

Review the following policies for reporting requirements:

[Human Resources](#)

[Insurance Services](#)