



## Volunteer Assignments & Procedures

Federal wage laws limit how we can use volunteers. To ensure compliance, we must adhere to the conditions and procedures below.

### Volunteers Only

Individuals may, at times and at the suggestion of the College or the individual, desire to perform volunteer work at the College without expectation for compensation or other benefits. To qualify as a volunteer, the following conditions must be met:

1. A position is either a "volunteer" or "paid work" position. "Volu-work" positions are not allowed. Therefore, a volunteer cannot receive an honorarium, stipend payment, gift card or similar item that is paid from Messiah College funds.
2. A position cannot be filled with a volunteer if the position is currently, or has been, a paid position in the past.

### Employees Volunteering Additional Services

Employees may, at times, wish to volunteer additional services to the College for special activities or events. Employees may be considered to be providing unpaid volunteer services if:

1. The additional services are NOT closely related to the employee's regular work assignment.
2. The additional services are NOT required by the supervisor or another College employee.
3. The employee is paid for volunteer time during normal working hours and is NOT required to make up time lost during the employee's regular workday for the volunteer assignment.

Example: Service Day

### Additional Guidelines

*Emergency.* Campus supervisors should establish and notify their volunteers of their plan for emergency communications. Volunteers can also learn about emergency closure via the College's home page ([www.messiah.edu](http://www.messiah.edu)) and Emergency Information Hotline (717-691-6084).

*Employee Events.* Volunteers may attend an established appreciation event for employees in the respective department(s) by invitation. Please note that due to space constraints, we cannot accommodate volunteers at the Employee Recognition Reception or the Employee Christmas Luncheon.

*Injury.* If a volunteer is injured during the course of a volunteer activity, he/she must immediately report the injury to a supervisor.

*Transporting Students.* A volunteer who is not also a Messiah College employee, student employee, or current student is not permitted to drive a College vehicle or transport any Messiah College students or employees in his/her car on College business. The exception to this rule is Collaboratory volunteers who have a higher level of involvement with students and projects and may have a need to provide transportation to students. These Collaboratory volunteers are first required to go through the online training process and apply for approved driver status here:

[https://www.messiah.edu/info/20570/safety\\_training/820/college\\_fleet\\_driving\\_services](https://www.messiah.edu/info/20570/safety_training/820/college_fleet_driving_services). After becoming approved drivers, they may transport students in College fleet vehicles. Students should never be transported in personal vehicles on College business.

**Working with Minors.** In general, volunteers should not be working with minors. Volunteer activity that includes interactions with minors requires more extensive background checks and may require additional training. If your volunteer assignment includes interactions with minors, please reach out to the Office of Human Resources & Compliance at (717) 796-5300 for further instructions.

### Procedures for Bringing on Volunteers

The department supervisor is responsible for ensuring that all required forms and background checks are submitted to HR&C prior to the start of the volunteer activity. HR&C will securely retain this information. After submission of these forms and background checks to HR&C, all other copies should be shredded. For security purposes, other departments should not retain copies of personal volunteer data. If a volunteer has not submitted the required forms and satisfactory background checks to HR&C by the deadline, he/she will not be permitted to volunteer at the College.

*Note regarding the Volunteer Profile Form:* The volunteer should fill out as much as possible of this form and sign it, then submit it to the department supervisor to fill out the remaining information. The completed form must be signed by the Director or Department Chair.

### Forms and Background Checks Required by Volunteer Roles

	Forms		Background Checks			
	Volunteer Profile Form (VPF) Addendum A	Volunteer Release Form (VRF) Addendum B	Consent for Ref & Back Checks Addendum C	PA State Police (PATCH) Addendum D	FBI (Identogo) Fingerprinting Addendum D	PA Child Abuse Clearance Addendum D
Volunteers outside the Collaboratory, not interacting with minors	✓	✓	✓	✓		
Volunteers outside the Collaboratory, interacting with minors	✓	✓		✓	✓	✓
Collaboratory volunteers	✓	✓		✓	✓	✓

#### How do I know if my volunteer activity falls under the definition of “interacting with minors”?

“Interacting with minors” includes activities in which you are responsible for a child’s welfare, have direct volunteer contact with children (anyone under the age of 18), and/or activities that include dual enrolled students.

#### How do I submit the required forms and background check(s)?

Some of the required forms and background checks include sensitive information. The volunteer may choose to submit these forms directly to HR&C via Secure Document Upload: [http://www.messiah.edu/upload\\_hrgeneral](http://www.messiah.edu/upload_hrgeneral) (please note the underscore between “upload” and “hrgeneral”) or deliver them personally to the Office of HR&C in Old Main 204. *Please note that the Volunteer Profile Form (VPF) requires the signature of a Director or Department Chair.*

Alternatively, the volunteer may submit the required forms and background checks to the department supervisor. The department supervisor is responsible for ensuring that all volunteer forms are submitted to the Office of Human Resources & Compliance (Old Main 204) by the deadline (see below).

### **When are the background checks due?**

If required by your role, the Consent for Volunteer Reference and Background Checks form is due to HR&C at least two weeks prior to the start of the volunteer activity. This is to ensure that HR&C has time to conduct this background check and for a satisfactory report to be received prior to the start of the volunteer assignment.

The PA State Police Check (PATCH), FBI (Identogo) Fingerprinting Check, and Child Abuse Clearance must be submitted to HR&C prior to the first day of the volunteer’s assignment. Please submit all of the required background checks together.

### **Who pays for the background checks?**

The hosting department is responsible for paying for the cost of the volunteer’s background checks:

- *Intellicorp (run by HR&C):* HR&C will charge the department using the account number listed on the Volunteer Profile Form (VPF) for the background check that HR&C completes. HR&C charges these expenses biannually, via Journal Entry.
- *FBI Fingerprinting Check:* The volunteer should talk to the administrative assistant in his/her department regarding payment for the FBI (Identogo) Fingerprinting Check, prior to beginning the background check process.
- *PATCH & Child Abuse Clearances:* The PA State Police Check (PATCH) and Child Abuse Clearance are currently free for volunteers.

### **How long are the background checks valid?**

Background checks are valid for five years or 60 months. HR&C will accept (original) background checks that have been completed within that timeframe. However, if the background checks submitted will expire within six months of submission, HR&C reserves the right to require updated clearances.

**The Volunteer Release Form (VRF) asks me to read and acknowledge seven different forms and policies (Commitment to Confidentiality, Family Educational Rights and Privacy Act (FERPA), Drug-Free Workplace Acknowledgement & Agreement, Weapon-Free Workplace Policy, Hazard Communication General Awareness, Lock Out/Tag Out General Awareness, and Worker’s Compensation – Employee Acknowledgement). Where can I access these forms?**

These seven forms can be found in the Human Resources & Compliance section of the Messiah College website: <https://www.messiah.edu/hrc>. Click on “Volunteers” in the navigation menu on the left and then on “Volunteer Forms.”

*Employees who need ADA-accessible documents should contact the  
Office of Human Resources & Compliance.*



### Addendum A – Volunteer Profile Form (VPF)

Salutation:  Ms.  Mrs.  Mr.  Dr.  Rev.

Last Name: \_\_\_\_\_ Sex:  Male  Female

First Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Nickname or name you wished to be known by \_\_\_\_\_

Address: Street1: \_\_\_\_\_  
 Street2: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Is this individual previously affiliated with the College?  Yes  No Explain? \_\_\_\_\_

Title(s) of volunteer position: \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Volunteer Dates FROM: \_\_\_\_\_ TO: \_\_\_\_\_  Ongoing

Campus:  Grantham  Winding Hill Office Bldg/Room: \_\_\_\_\_

School/Department/Assignment \_\_\_\_\_

Work Supervisor(s) \_\_\_\_\_

Departmental org/account number (for background check charge) \_\_\_\_\_ - \_\_\_\_\_

**In Case of an Emergency Notify:** (Please list contact numbers in priority order)

<u>Name #1</u>	_____	Relationship	_____
Phone	_____	Phone Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Phone	_____	Phone Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
<u>Name #2</u>	_____	Relationship	_____
Phone	_____	Phone Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Phone	_____	Phone Type	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
<u>Physician</u>	_____	Phone	_____

**Signatures:**  I certify that I have read and agree with these statements and acknowledge that, by checking this box and signing below, I understand that this electronically serves the same purpose as affixing my original signature to this document.

Volunteer \_\_\_\_\_ Date: \_\_\_\_\_

Director/Dept Chair \_\_\_\_\_ Date: \_\_\_\_\_

Print Name Signature

**HR Use Only:** Copies to:  HR  School/Dept  Criminal Background



### Addendum B – Volunteer Release Form (VRF)

I \_\_\_\_\_ (name) willfully consent to providing volunteer services in \_\_\_\_\_ (department) at Messiah College (also referred to as “the College”). I understand that this activity does not establish me as an employee of the College and that the volunteer services or activities that I provide or engage in do not entitle me to any compensation or benefits from the College.

As a volunteer, I agree to conduct myself in a manner consistent with the values and mission of Messiah College. I understand that I am required to pass a criminal background check before my assignment begins. I also understand that as a volunteer, I am expected to adhere to College policies, including, but not limited to, policies on ethical conduct, safety, the protection of sensitive information, policies prohibiting any form of harassment (including the harassment, stalking, sexual assault and interpersonal violence policy), the drug and alcohol policy, weapons-free policy and the intellectual property policy. Copies of these policies are available on the College website or from the Office of Human Resources and Compliance. Questions or complaints about discrimination or concerns regarding the violation of College policy should be directed to the Office of Human Resources & Compliance and/or the Department of Safety.

I have specifically read and I acknowledge the following forms found in the [Human Resources section](#) of the Messiah College website: Commitment to Confidentiality, Family Education Rights and Privacy Act (FERPA), Drug-Free Workplace Acknowledgement and Agreement, Weapon-Free Workplace Policy, Hazard Communication General Awareness, Lock Out/Tag Out General Awareness, and Worker’s Compensation – Employee Acknowledgement.

I understand that as a volunteer I am not authorized to act in any way on behalf of the College in business matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the College into an agreement. I understand that I do not have the authority to speak publicly on behalf of the College.

I freely and voluntarily agree to assume all risks and responsibilities associated with this volunteer activity. I acknowledge that both I and the College are free to end this volunteer relationship at any time for any reason. I understand that Messiah College has the right to modify this agreement at any time and without prior notice.

I am aware of the terms and conditions of this agreement and I voluntarily sign this release. I am eighteen years of age or older and my signature below indicates my complete and willful consent.

I certify that I have read and agree with these statements and acknowledge that, by checking this box and signing below, I understand that this electronically serves the same purpose as affixing my original signature to this document.

Volunteer’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number \_\_\_\_\_



### Addendum C – Consent for Volunteer Reference and Background Checks

I recognize that any offer of volunteer work made to me by Messiah College is conditional upon reference and background checks which are acceptable to the College, and that information obtained during this process may result in my not being able to volunteer for Messiah College. I understand that Messiah College and/or its designated representatives will conduct reference and background checks thoroughly and within the confines of all applicable state and federal laws.

I understand that Messiah College will maintain any information obtained as a result of my signing this Consent in a confidential file in the Office of Human Resources & Compliance.

I understand that a background check is being performed as part of the process to evaluate me prior to commencing volunteer work, and is not conducted for any other purpose. I authorize Messiah College, or its designated representative presenting this consent or a photocopy thereof, to obtain the following records and information in connection with my application for volunteering with the College insofar as the records and information are relevant to the volunteer position for which I am applying:

- Criminal History and Convictions
- Motor Vehicle Operation
- Certification and Licensing
- Educational History and Credentials
- Employment Eligibility (Social Security Number Verification)
- Prior Employment Information
- Personal or Professional References

If the position for which I am applying specifically requires a personal credit history acceptable to Messiah College, I understand that I will be required to sign a separate Fair Credit Reporting Act Consumer Report Disclosure authorizing Messiah College to obtain the same. No personal credit history will be obtained by Messiah College without this authorization.

I authorize all persons who are the custodians of these records, or who may have information relevant to my application for volunteering, to provide records or disclose such information to Messiah College and/or its designated representative.

I release Messiah College, its employees, designated representatives, agents, officers and trustees, as well as all persons or entities who provide records or disclose information, from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

I certify that I have read and agree with these statements and acknowledge that, by checking this box and signing below, I understand that this electronically serves the same purpose as affixing my original signature to this document.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name (First, Middle, Last) \_\_\_\_\_ (Maiden) \_\_\_\_\_

Driver’s License Number, State \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

Home Address (Street, City, State, Zip) Last Prior Address (Street, City, State, Zip)

\_\_\_\_\_

E-mail Address (Required) \_\_\_\_\_

*If any additional information relative to change of name or use of an assumed name or nickname is necessary to enable a check on your background, please provide it.*

*This form asks for sensitive information. The volunteer may choose to submit this form directly to HR&C via Secure Document Upload: [http://www.messiah.edu/upload\\_hrgeneral](http://www.messiah.edu/upload_hrgeneral) (please note the underscore between “upload” and “hrgeneral”) or hand deliver it to the Office of HR&C in Old Main 204.*



## Addendum D – Three-Phase Background Check

This memo provides directions for obtaining the background checks required for volunteering with Messiah College. You are required to provide three background checks prior to your first day of volunteer work:

1. **PA State Police Check (PATCH)**
2. **FBI Fingerprint Check**
3. **PA Child Abuse Clearance**

If you currently have the above background checks, and if they have been conducted within the last 60 months of your start date, they will be accepted. However, if the background checks submitted will expire within six months of submission, HR&C reserves the right to require new ones. If you do not have current background checks, or if your checks are older than 60 months, **you will need to start this process immediately** as the clearances can take a number of weeks to be completed and returned. **We also request that you submit all three complete and official clearances together** (not as you receive them – this is in order that we may keep all of your information together). Please see the helpful links below to aid you in beginning this process. Your clearances are not complete until we have all three.

### 1. PA STATE POLICE CHECK (PATCH)

<https://epatch.state.pa.us/Home.jsp> This is the Pennsylvania State Police check which can be processed online and the results typically are available immediately or within the same business day. If the results are not ready immediately, be sure to copy down the Control Number of your pending request. This, along with other personal information, is needed to obtain the results at a later time. You will need to print the clearance results to include with the other two clearances. This report is free for volunteers.

### 2. FBI FINGERPRINT CLEARANCE (IDENTOGO)

If you are currently living in another state (other than Pennsylvania), you are only required to bring an FBI Fingerprint Clearance result from the state you are currently living in, and therefore the instructions below will not apply to you. You will need to research how to obtain this clearance from your state.

<https://uenroll.identogo.com> The FBI Check is a three-step process:

- A) First, you must register online, complete the necessary online forms and print the receipt. The registration online requires a visa card for payment.

#### ATTENTION – 2 Critical Points to Note:

1. **Throughout this process, you must use the *Department of Human Services* options (and should NOT use any *Department of Education* options.)**
2. **Please note that on the first page, you will need to input the following code: 1KG756.**



- B) Second, you will need to take the printed receipt and two forms of identification, including one government-issued photo ID to a fingerprinting facility. There will be an opportunity online (when you register) to set up your specific fingerprinting appointment. There is also the option of selecting “walk-in” for which you take the chance that they will be able to see you sooner.

Locally, you may go either to **6483 Carlisle Pike, Suite 104, Mechanicsburg, PA 17050** or alternatively, you may go to **4815 Jonestown Road, Suite 201, Harrisburg, PA 17109**.

- C) Third, after providing the fingerprints at the facility, **the results will be mailed to the home address that you entered online**. The waiting period for the results currently is 3-5 weeks. Once you receive the results, you will need to provide them to the College with your other two clearances.

### 3. PA CHILD ABUSE CLEARANCE

This online form requests personal information, including extensive address history. This report is free for volunteers.

**<https://www.compass.state.pa.us/cwis/public/home>**

- A) In order to proceed in filling out the online Child Abuse Clearance Application, you must first create an account.
- B) At the start of the account form, you will be asked to fill in a Keystone ID. It is not readily obvious, but when setting up your account, you need to make up a Keystone ID of your choice.
- C) After you have set up an account, you will be given a temporary password through email, in order to log in again to create your personal password. Be sure to save your Keystone ID and personal password as you will need them later to retrieve your results.
- D) Fill out all required fields and choose “Volunteer” as the reason for the clearance.
- E) The completed on-line form is sent directly to the Department of Welfare, and typically takes 14 days to process. The option will be given at the beginning of the process as to whether the results are to be mailed to a home address, or retrieved electronically. If you have chosen to obtain the results online, you will receive an email response that your results are ready within 14 days. Log on to the site with your Keystone ID and personal password to retrieve them.
- F) Again, you will need to include this with your other two clearances.