

## Volunteer Process

To facilitate the volunteer process and ensure all necessary steps are completed, here are some reminders about requesting volunteers:

- **Volunteer Guidelines:** Before engaging a volunteer, ensure that the situation abides by the following considerations.
  - No expectation of compensation or future employment.
  - Not displacing a genuine employee and the services provided are not the same services that one would normally be paid for.
  - There are other volunteers doing the same work who are also not receiving any form of compensation.
  - Not volunteering solely to acquire job/professional skills.
- **Required Forms:** Prior to starting their assignment, volunteers are required to complete the following forms:
  - [Volunteer Information Sheet](#): This form collects essential information about the volunteer, including contact and emergency contact information.
  - [Confidentiality and Privacy Agreement](#): This document outlines the importance of maintaining confidentiality and respecting privacy. The volunteer must read and sign this agreement.
  - [Background Screening Authorization](#): The volunteer must provide authorization for a background check to be conducted. Background checks for volunteers are charged to the requesting department. HR will initiate the background check and request a reimbursement/fund transfer from the requesting department once it is completed.
- **Submission of Forms:** Once the volunteer has completed the required forms, please email them to [hr@okcu.edu](mailto:hr@okcu.edu). This ensures that the necessary paperwork is centralized and accessible for further processing.
- **Background Check and B Number:** Upon receiving the completed forms, the background check will be initiated. Once the background check is cleared, the volunteer information sheet will be used to create a B Number.
- **University Email Address:** If required, a university email address will be created for the volunteer.
- **Online Training:** Before beginning their assignment, the volunteer must complete the four mandatory online training modules:
  - FERPA (Family Educational Rights and Privacy Act): This module educates volunteers on student privacy rights and the importance of confidentiality.
  - Sexual Harassment: This training raises awareness about sexual harassment prevention, reporting procedures, and maintaining a respectful environment.
  - Protecting Children on Campus: This module provides guidance on creating a safe environment for children on campus and highlights relevant policies and procedures.
  - Email and Messaging Safety: This module educates volunteers on how to be aware of phishing and scams.