



TO:

FROM:

SUBJECT: **VOLUNTEER AGREEMENT**

DATE:

This is to confirm your service as a volunteer in the _____ program at the University of Wisconsin – Green Bay (UW-Green Bay) for the period of _____. Your service to the University may be terminated at any time prior to the end date specified by your Program Facilitator without notice. As a volunteer, you are not considered an employee of the University.

During your time with our department/unit, you will be under the supervision of _____, _____, performing the following duties:

- o

Your volunteer status qualifies you for an extension of the professional liability coverage provided to agents of the University of Wisconsin System so long as any potential liability occurs while you perform duties that fall within the scope of the description provided above. This position carries no remuneration and you are not eligible for any benefits other than those specifically set forth within this letter.

Position of Trust. It has been determined that you are a volunteer that is in a “Position of Trust” which is defined as “a paid or unpaid position where the holder of such position has the potential to cause direct harm to persons, finances, property, or the University in general” and in order to safeguard the youth on our campus, the University will obtain a Criminal Background Check and you will complete training in your connection to serve as a volunteer.

Criminal Background Check (CBC): This volunteer activity is conditional pending the results of a criminal background check in accordance with the UW-Green Bay and/or UW System Criminal Background Check policy and procedures. The volunteer activity will be withdrawn or terminated if the results are unacceptable.

You will also receive an e-mail from **HireRight** requesting your authorization to process this background check. Please follow the instructions in this e-mail as soon as possible. If during the pendency of your volunteer work with the University you are subject to criminal arrests, charges, or convictions (including misdemeanor traffic offenses punishable only by fine) you must immediately report to Human Resources within twenty-four (24) hours or at the earliest possible opportunity following the arrest or issuance of charges. Failure to make the required report will result in the immediate ending of the volunteer position.

Interaction with Minors. All volunteers working with minors will comply with the University’s prohibited conduct, mandatory reporting, and safety protocols outlined on the Page 3 Handout.

Instructional Activities: For volunteers engaged in instructional activities. This offer does not involve the full range of teaching, research, and service responsibilities of the probationary and tenured faculty. In addition, the position carries no expectations of tenure, is not subject to normal faculty and/or instructional academic staff policies and procedures and may be terminated at any time by the supervisor without notice.

Violations of any of the above provisions as determined by UW-Green Bay at its sole discretion shall constitute a breach of this agreement and provide any or all of the following remedies; removal of any participants conducting themselves in a manner deemed unsafe or unacceptable to UWGB; temporary suspension of the activity; termination of this Acknowledgement of Responsibility.

I will be pleased if you accept this appointment as a volunteer and provide your expertise to our project under the conditions outlined. If you accept this appointment, please sign below and save this document. Next, [login to Volunteer Matters to create a login and complete the steps outlined to upload this document.](#) You may utilize the [User Guide](#) to assist in this step.

I have reviewed, understand, and accept the terms and conditions related to my service as a volunteer, which are described in this agreement.

Signature

Date

Please forward the original signed agreement to your Program Facilitator

VOLUNTEER HANDOUT

All volunteers will comply with the University's prohibited conduct, mandatory reporting, and safety protocols outlined below. There may be additional training required; please contact your Program Facilitator.

1. CONDUCT

Prohibited Conduct is considered any conduct according to University's [Title IX | Compliance & Integrity \(wisconsin.edu\)](https://www.wisconsin.edu) and the following prohibited behaviors:

- Conduct that violates the law (e.g., child abuse, child sexual abuse, protected class discrimination, emotional abuse, hazing, indecent exposure, child pornography, neglect, physical abuse, sexual abuse, and sexual harassment)
- Conduct that violates UW System policies
- Actions that are found to constitute Bullying or Grooming
- Infringement on privacy of Youth Participants in situations where they are using restroom facilities, changing clothes or taking showers except in situations where health and safety are required
- One on One Conduct: Staff should never be with a youth participant in a one on one setting. Exception: Designated Individuals may have one-on-one in an instruction, if activity is observable and interruptible.
- Restroom Use: If accompanying a single child to a restroom, check first for suspicious activity in the restroom, then exit and permit the child to use the restroom alone
- Use of Cameras/Video Devices: Inappropriate use of cameras, imaging, or digital devices are prohibited. Use of such devices capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited and may be subject to search if suspected prohibited conduct activity occurs
- Use of alcohol when engaged in Covered Activities. Minor serving staff may not consume alcoholic beverages or any non-prescribed controlled substance specified on the premises of the program, or be under the influence of the same during the program's hours of operation
- Any conduct that is outside of [NCAA Recruitment Compliance](#)
- Any conduct or retaliation conduct that is outside of [UW-Green Bay Harassment and Discrimination Policy](#)
- Overnight Activities: Designated Individuals will directly supervise youth in overnight activities. Entering a youth participant's room, bathroom facility, or similar area without another Designated Individual in attendance except in emergency situations is not permissible, nor is it permissible to share a bed or sleeping bag with a minor
- Overnight Activities: Adults are not permitted to share a bed or sleeping bag with a youth participant
- Exceptions to prohibited conduct may occur where a familial relationship exists and in emergency situations.

2. REPORTING RESPONSIBILITIES FOR INCIDENTS

All Incidents with minors **shall be reported immediately** to the Program Facilitator and University Police at 920-465-3200. All staff or volunteers of an event must comply with obligations within this section and Executive Order 54. Incidents include, but are not limited to:

- **Incidents of prohibited conduct that have been observed or disclosed.**
- Incidents of serious physical harm requiring professional medical attention.
- Suspicious or observed inappropriate behaviors by either an adult or youth participant.
- Any suspected physical abuse, neglect, or sexual abuse of a minor.
- Incidents involving sexual assault and/or misconduct of a minor must be immediately documented and escalated to the institution's Title IX coordinator.
- Incidents of illegal or unauthorized drug use.
- Lost participant.
- Behavior issues or accidents not involving physical harm.
- **All employees who will be present during the event have been advised of their obligations to report an Incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect.**

Any acts of retaliatory actions against an Incident Reporter are prohibited. After reporting, all incidents are to be further documented on an Incident Report that may be obtained from the Program Facilitator.

3. SAFETY

Adhere to protocol for emergency situations that identify escalation reporting of incidents relating to prohibited conduct, mandating reporting, and other incident activity protocols required for this event. All staff, agents, or employees participating in this event will be trained on the requirements established herein.

