



<b>SUBJECT:</b>	Personnel		
<b>POLICY:</b>	403.12 Volunteers		
<b>PROCEDURE:</b>	403.12.1 Volunteers		
<b>EFFECTIVE:</b>	April 2017	<b>REVISED:</b>	<b>REVIEWED:</b> January 2026

## Introduction and Purpose

Great Falls College may use volunteer support on occasion and wishes to ensure volunteers' relationships with the college are defined and understood by both parties. This procedure is designed to reduce volunteer risk and protect the interests of the college, its volunteers, and the community it serves.

## Procedure

### Use of Volunteers

- Each department should establish its own volunteer screening process to best meet its needs and develop a description of the volunteer duties prior to assigning volunteers.
- A current employee may not become a volunteer in any capacity in which he/she is employed at the college, or which is essentially similar to or related to the individual's regular work at the college. A current employee may only volunteer for special events, such as United Way events, commencement, and the like.
- Volunteers are not covered by Montana's Worker's Compensation System and, thus, their assignments should be carefully evaluated.
- Volunteers must have the necessary training and/or supervision to safely carry out the volunteer work.

### Volunteer Agreements and Reporting

- All volunteers (except volunteers for one-time, low risk activities such as commencement) and their supervisors shall complete the Volunteer Identification and Agreement form prior to beginning work.
- Each department using volunteers are required to report annually to human resources the number of volunteer participants and a general description of the duties performed by them.

## Related Manuals or Forms

[Volunteer Agreement Form](#)