Risky Business:
A Week Focusing on Risk Management’s Contributions to Higher Education

Presented by: Sara Lilly & Keisha Brown-Fuller

Description of Session

- Description: This session will focus on the importance of establishing a volunteer policy/plan at your institution, to minimize risk.
- Takeaway: As a result of participating in this session, you will understand the benefits, and minimize risks, by developing a volunteer policy, understanding strategic considerations, as well as observations and lessons learned.
Agenda/Learning Objectives

- The need for a volunteer policy
- Strategic Considerations
- Operational Considerations
- Special Considerations
- Observations and Lessons Learned

Who Currently has a Volunteer Policy on your Campus?

A. Yes, we currently have a written volunteer policy.
B. No, we do not have a written volunteer policy.
C. I have no idea
Question 2: What areas of your campus utilizes volunteers?

A. Athletics  
B. Student Affairs  
C. Academic  
D. Medical Campus  
E. Other Area  
F. n/a  
G. Several of the above

Need for Volunteer Policy

- What prompted the need for a volunteer policy?
  - Do you know who is on your campus?
  - Risk or liability to institutions
  - Consistency in identifying and managing volunteers
  - Increased concerns for campus safety
    - Kids on Campus
    - Sexual offender databases
  - Focused media attention
Volunteer Vs. Employee

- What do you think constitutes the difference between a volunteer and an employee?

Volunteer
  - Does not receive compensation
  - Unpaid internships
  - Used to gain experience
  - Earn college credit

Employee
  - Receives compensation
  - Paid internships
Strategic Considerations

- Key Questions and Planning
  - What roles will volunteers hold?
  - What office will be responsible for volunteer management?

- Developing a Policy
  - Assembling a volunteer policy committee
  - Identifying key stakeholders

Operational Considerations

- Background Screening
  - Criminal background check
  - Sex offender registry

- Training
  - Departmental vs. Institutional training
  - Record Keeping
  - All volunteers vs. Specific volunteers
  - Type of trainings –virtual vs. face to face

- Assigning and Monitoring work
  - Schedules, duties, etc....
Special Considerations

- Athletics
  - Sporting events
  - Volunteer coaches
  - Camps
- Working with Minors
  - Camps
  - Special events
- Working with Family Members
  - Nepotism
  - Internal controls

Observations and Lessons Learned

  - Successes
    - Implementing the policy
    - Starting campus dialogue
    - Increasing awareness
  - Challenges
    - Ensuring right people at the table
    - Competing interests
    - Existing departmental volunteer polices
Thank You for Helping Us Celebrate
*Risky Business* on Our Campus!

Questions?
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