

## KGI Volunteer Policy

Keck Graduate Institute, (KGI) encourages and supports volunteer service. A volunteer may perform a variety of functions in support of campus activities such as assisting faculty and staff members with campus events and general office work, providing volunteers are not assigned work that displaces a staff member, fills a vacancy or relieves a staff member of regular duties and responsibilities. College departments have the discretion to accept volunteer service in accordance with the conditions outlined in these guidelines.

### **Definition:**

A volunteer is a person who donates his/her time in providing services to the institute without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. A volunteer is not an employee of the institute.

### **Who May Volunteer?**

The institute accepts volunteer service from retirees, students, alumni, trustees, community members and other individuals.

A current KGI faculty and staff member may not become a volunteer at the institute in any capacity in which he or she is employed at the institute or which is similar to or related to the individual's regular work at the institute, or under circumstances that suggest the decision to volunteer is not made freely.

Friends and/or family members of KGI faculty and staff members who wish to volunteer at the institute may not report directly to their respective family member.

All volunteers must establish proof of identity and citizenship or permanent residency. If the volunteer is not a citizen or permanent resident of the United States, he/she must provide documentation of his/her visa status. An individual holding a temporary visa may not serve as a volunteer in a position where others receive compensation or perform the same services. An individual with a pending H-1B visa application to work at the Institute cannot serve as a volunteer. Volunteer status may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.

KGI does not allow minors under the age of 16 to volunteer. If the volunteer is under the age of 18, department management must have prior, advance approval from the Dean of Faculty and, may only permit such a volunteer after that approval and after consultation with the Human Resources Office.

An individual who is a minor may volunteer with written consent from a parent or guardian prior to the beginning of the volunteer assignment. Written consent may be obtained by having the parent/guardian sign the *Volunteer Registration and Liability Waiver and Release Form*. (See Volunteer Rights and Responsibilities).

### **Volunteer Rights and Responsibilities:**

A volunteer is not an employee of the institute and does not receive, nor expect, compensation, future employment or any other tangible benefits for the services they provide.

Volunteers are required to complete and sign the institute's *Volunteer Registration and Liability Waiver and Release Form*. (Note: If the volunteer is a minor, a parent or guardian also signs the form.)

Volunteers are expected to abide by institute policies that apply to their activities, including those that pertain to confidentiality, financial responsibility, nondiscrimination/harassment and drug and alcohol use.



Volunteers serve at the pleasure of the institute. A volunteer assignment may be terminated at the discretion of the institute without notice or cause.

**Department Responsibilities:**

Department management is responsible for the following:

- Recruiting volunteers.
- Completing and obtaining signatures on the Institute's Volunteer Registration and Liability Waiver and Release Form. The original form is sent to the Human Resources Office and a copy is maintained by the department (electronically or hard copy) in a secured file.
- Identifying and describing volunteer assignments.
- Obtaining written consent from a parent or guardian for volunteers who are minors.
- Orienting and training volunteers in their responsibilities.
- Ensuring laboratory safety training, if applicable, is scheduled.
- Overseeing the volunteer.



## VOLUNTEER REGISTRATION AND LIABILITY WAIVER AND RELEASE

Keck Graduate Institute recognizes the importance of volunteerism to American society, and it is our intention to foster the tradition of volunteerism through greater involvement on campus. Volunteers, including student volunteers, provide a valuable service to the College without compensation or other remuneration, and we thank them for their service.

### Section 1: Volunteer Registration (To be completed by department/volunteer)

Name of Volunteer: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

Phone #: \_\_\_\_\_

Emergency Contact:

\_\_\_\_\_

Services Provided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section 2: Liability Waiver and Release (To be completed by volunteer)

**I will be volunteering my services at Keck Graduate Institute (KGI). I know that I am not an employee of KGI, cannot act as its agent, and will not receive, nor do I expect, compensation or benefits of any kind for my services. I agree to abide by and comply with the applicable rules, regulations, policies, practices, and instructions of KGI and to use reasonable care in all that I do. I understand, however, that in any volunteer activity there is risk of injury, illness, damage, loss, or death, and I assume the risk of such injury or damage to me or my property from participating in such activity or the use of KGI facilities and equipment. In consideration of the opportunity to volunteer, which I voluntarily undertake, I, on behalf of my heirs, assigns, and representatives, hereby voluntarily and absolutely release, indemnify, and forever discharge KGI, affiliated entities and its and theirs, trustees, agents, officers, insurers, attorneys, and employees, from any and all claims, costs, liabilities, expenses and judgments of any nature whatsoever, including, but not limited to, attorney's fees and court costs, arising out of, or related to, my performance of services or my use of KGI facilities and equipment, whether or not such injuries or damages are caused by the negligence (active or passive) of any of the entities, other volunteers, employees, or myself, or because of any other reason.**

**I also understand and agree that, from time to time, KGI may authorize media agencies, film makers, journalists and other authorized parties to take photographs, film, and video and/or make**

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**sound recordings at KGI. I understand and agree that my image and/or voice may be reproduced and/or recorded by such authorized individuals, and I hereby release, waive, discharge and relinquish any rights I may have to the use of my image and/or voice by such authorized individuals. Furthermore, I irrevocably authorize such authorized individuals or entities and KGI to reproduce, publish, exhibit, distribute and use the photographs, film, video and/or sound recordings of my image and/or voice in any manner, including, but not limited to, advertising and promotion related to KGI, in all forms and media now known or hereafter developed, in which the photographs, film, video and/or sound recordings are disseminated, without further consent, and I waive my right to any compensation therefore or any other right with regard to such photographs, film, video and/or sound recordings, and I forever release and discharge KGI, its affiliated entities, and its and their, employees, licensees, contractors, agents, successors, insurers, attorneys, and assigns from any and all claims, actions, or demands whatsoever by reason of any such use.**

**This Waiver and Release shall continue in effect indefinitely unless terminated or unless modified with the written consent of KGI. I further agree that should a court decide that any clause contained herein is invalid, such determination shall not affect the validity or enforceability of the remaining provisions of this Waiver and Release, all of which shall remain in full force and effect.**

Volunteer Signature - I am aware of the terms and conditions of this Waiver and Release, understand the terms, and legal consequences of signing it, and am signing this Agreement of my own free will.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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