




Volunteer Eligibility Questionnaire

The purpose of this form is to enable the user to make an initial determination as to an individual's eligibility to be a volunteer.

YES NO

1. Is the volunteer applicant at least 18 years of age?


If Yes, continue to next question.

If No,  the volunteer applicant is not eligible to volunteer with the University.

YES NO

2. Is the volunteer applicant volunteering their services freely, without coercion from anyone at EKU?

If Yes, continue to next question.

If No,  the volunteer applicant is not eligible to volunteer with the University.

YES NO

3. Is the volunteer applicant willing to perform services free of charge?

4. Does the volunteer applicant expect payment?

If No, continue to question 8.

If you answered yes, continue to the next question to determine if that expectation disqualifies the individual. In certain circumstances, receiving some form of payment does not disqualify an individual from being considered a volunteer.

YES NO

5. Is the payment the volunteer applicant expects to receive tied to productivity, that is, the level at which they perform the duties and services they will provide?

If No, continue to next question.

If you answered Yes,  the volunteer applicant is not eligible to volunteer with the University

YES NO

6. Is the payment the volunteer applicant expects to receive reimbursement for an actual expense such as a uniform or similar item required for their service as a University volunteer?


If No, continue to next question.

If you answered Yes, continue to question 8. Receiving payment in the form of reimbursement for actual, authorized expenses does not disqualify and individual from being a volunteer, but it is a circumstance of which the University should be aware.

YES NO

7. Will the volunteer applicant receive payment that is more than 20% of what an employee would be paid to perform the same duties or services?

If No, continue to next question.

If you answered YES,  the volunteer applicant is not eligible to volunteer with the University. As a general rule, an individual who receives more than 20% of the amount an individual would receive as an employee to perform the same duties and/or services is disqualified from serving as a volunteer because they are no longer receiving a "nominal" fee for their services.

YES NO

8. Is the volunteer applicant a current University employee?

If No, continue to question 10.

If you answered Yes, continue to the next question to determine if the individual is disqualified from serving as a volunteer. Current University employees may only volunteer their time for special events and only if the conditions described in question 9 are not met.

YES NO

9. Will the volunteer applicant be performing duties substantially similar to those performed for the position in which they are employed by the University?

If No, continue to next question.

If you answered Yes,  the volunteer applicant is not eligible to volunteer with the University.

YES NO

10. Were the duties/services to be performed by the volunteer applicant, duties/services previously performed by a paid employee?

If you answered No, the volunteer applicant is eligible to serve as a University volunteer and should complete a Volunteer Services Application.

If you answered Yes,  the volunteer applicant is not eligible to volunteer with the University.