



Eastern Kentucky University Volunteer Eligibility Questionnaire

The Volunteer Eligibility Questionnaire is to be used with the “Volunteer Program Guidelines.” Guidelines and a checklists have been developed to help you avoid consequences to both your volunteer and your department, but “case by case” issues may require further consultation. Departments using volunteers are responsible for reading, understanding and implementing the guidelines. Departmental signature and approval of this checklist means the signers have correctly navigated the various issues and implemented the guidance in the guidelines document.

Department Information	
Department:	Date Submitted
Supervisor Name:	Supervisor Title:
Supervisor phone:	Supervisor email:

Volunteer Information	EKU ID Number:
Volunteer Name (First, Middle, Last):	
Address (Street, City, State, Zip)	SSN:
	Email Address:
	Date of Birth:
	Phone Number:
Emergency Contact Name	Emergency Contact Phone Number
Anticipated Start and End Dates (Required):	Anticipated Hours per week:

(Required) Please attach a description of specific tasks and duties to be assigned to volunteer

Is Volunteer performing duties substantially similar to a current paid employee in this department? <i>If yes, STOP. HR approval is required.</i>	Yes	No	Is Volunteer receiving EKU class credit? <i>If yes, STOP and contact student’s advisor or Career and Co-Op Office. To verify Co-Op eligibility.</i>	Yes	No	Is Volunteer currently employed by EKU? <i>If yes, additional HR approval is required.</i>	Yes	No
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VOLUNTEER QUALIFICATIONS:		Yes	No
1	Is the volunteer applicant at least 18 years of age?		<i>If yes, continue</i>
2	Is the volunteer applicant volunteering their services freely and without coercion from anyone at EKU?		<i>If yes, continue</i>
3	Are the duties/services to be performed by the volunteer applicant, duties/services previously performed by a paid employee in this department?		<i>If yes, STOP here. Individual does not qualify</i>
4	Will the volunteer work under the direct supervision of, and be given the means and direction for the performance of work, by a paid EKU employee?		<i>If yes, continue</i>
5	Will the volunteer perform work where there is a legitimate need for services?		<i>If yes, continue</i>

6	Is the work related to the business or operations of EKU?		If yes, continue	If no, STOP here. Individual does not qualify
7	Does the volunteer have the skills necessary to perform the work?		If yes, continue	If no, STOP here. Individual does not qualify
8	Is volunteer a US citizen or eligible for unrestricted employment in the US?		If yes, continue	If no, STOP here. Individual does not qualify
9	Is the volunteer applicant willing to perform the services free of charge?		If yes, continue to question number 14	If no, STOP here. Individual does not qualify
10	Does the volunteer applicant expect payment? • In certain circumstances, receiving some form of payment does not disqualify an individual from being considered a volunteer.		If yes, STOP & contact HR before continuing.	If no, continue to the next question.
11	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, STOP here. Individual does not qualify	If no, continue to next question
12	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 an EKU volunteer?		If yes, continue to question number 14	If no, continue to the next question.
13	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, STOP here. Individual does not qualify	If no, continue to next question
14	Will the volunteer applicant drive an EKU vehicle or transport EKU students as part of their duties?		If yes, STOP here. Individual does not qualify	If no, continue
15	Will the volunteer applicant serve as a coach for a NCAA D1 affiliated team? • If yes, please note that per NCAA regulation 11.01.6: The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions		If yes, see note below question and continue to signature	If no, continue to signature
IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THESE QUESTIONS, PLEASE CONTACT HUMAN RESOURCES				

Department Review & Approval

- ▶ I have read the “Guidelines For Departments Using Volunteer Services” and approve the volunteer services described above.
- ▶ **RECORD RETENTION:** We will keep a copy of this form in our department for one year **AFTER** volunteer service has been completed.

Supervisor or Authorized Representative Signature

Print Name

Date

Volunteer Applicant Approval

I authorize Eastern Kentucky University to conduct a state and federal criminal background check, which will include but not be limited to my records as a juvenile. I understand that convictions, guilty pleas and *Alford* “no contest” pleas that are reasonably related to my volunteer duties and responsibilities will be grounds for denial of my service as a volunteer. I further authorize Eastern Kentucky University to contact the individuals I have listed as references for this volunteer position. I agree to hold Eastern Kentucky harmless for any and all injuries and/or damages that I may incur as a result of Eastern Kentucky University conducting the reference and records checks described above. I understand and acknowledge there is no right to serve as a volunteer at EKU, and that volunteer service at EKU may be terminated at any time and for any reason, with or without notice.

Applicant/Legal Guardian Signature

Print Name

Date