



External Volunteers # 1705.017

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
September 19, 2017	May 7, 2025	Division of Human Resources Talent Acquisition and Management

POLICY STATEMENT

As Florida International University (FIU) engages volunteers, FIU will comply with the Florida Statutes Chapter, Part IV, 110-501-04 and shall provide a receptive environment for volunteers. The department which engages the volunteers' services is responsible for the development of meaningful opportunities for volunteers involved in programs administered by FIU. This policy is intended for internal management guidance only and does not constitute, either implicitly or explicitly, a binding contract with the volunteer.

Volunteers should not work in capacities requiring access to confidential information or serve in positions which require systems or entry access to perform duties assigned by the department unless an exception has been granted. Nor does this policy apply when an adult or a minor is on campus as part of a camp or other enrichment activity. Regular and temporary faculty and staff should consult with their chair/supervisor prior to engaging in volunteer activities for FIU events.

SCOPE

This policy addresses volunteers who are adults as well as minors; however, minors under the age of fourteen (14) may not serve as a volunteer. This policy does not apply to situations in which a minor is a student in a dual enrollment program.

REASON FOR POLICY

To specify methods and responsibilities involved in utilizing the services of external volunteers to assist in program administered by Florida International University.

DEFINITIONS

TERM	DEFINITIONS
Volunteers	Uncompensated individuals who perform services directly related to the business of the University. If the service is required for coursework at FIU, the person is considered a student and not a



	volunteer. Volunteers are classified as either a “regular-service volunteer” or an “occasional-service volunteer.” Solely for purposed of this policy, guest speakers, members of alumni or advisory boards for colleges and school, and University Board of Trustees are not included in the definition of volunteer.
Regular-Service Volunteers	“Regular-service volunteer” means any person engaged in specific voluntary service activities on an ongoing or continuous basis. Examples of regular service volunteers include, but are not limited to, athletic team volunteers, student organization volunteer advisors, and library program volunteer counselors.
Occasional-Service Volunteers	“Occasional-service volunteer” means any person who offers to provide a one-time or occasional voluntary service. Examples of occasional service volunteers include, but are not limited to, Parent Association volunteers, student move-in day volunteers, and fundraising volunteers. Most volunteers who services are limited to one day will be considered occasional-service volunteers.
Camp on Campus	An organized set of activities that are mainly designed to provide enrichment to the participants and not as a direct benefit to FIU. For example, a group of high school students interested in art history may participate in a camp at one of FIU’s museums. While there may be an indirect benefit to FIU from more people learning about the museum and ticket sales, the main purpose of the event is to enrich the participants.

ROLES AND RESPONSIBILITIES

It is the department’s responsibility to ensure they are recruiting volunteers in accordance with the guidance above. Visit [Affiliates - FIU Human Resources](#) website provides which instructions for volunteers, intern applicants, and supervisors. It also provides the form required to be completed before the start of the volunteer assignment. FAQs are also provided.

RELATED RESOURCES

Florida Statute [Sections 110.501](#) and [768.1355](#)
[State Workers’ Compensation](#)
<https://hr.fiu.edu/employees-affiliates/affiliates/>

CONTACTS

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HISTORY

Initial Effective Date: September 19, 2017

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 29, 2021; February 12, 2024; May 7, 2025.