



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

<b>SUBJECT (R*)</b> External Volunteers	<b>EFFECTIVE DATE (R*)</b> June 2, 2017	<b>POLICY NUMBER (O*)</b> 1725.040
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**POLICY STATEMENT (R\*)**

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 Florida International University. This policy is intended for internal management guidance only and does not constitute, either implicitly or explicitly, a binding contract with the volunteer.

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. Volunteers should not work in capacities requiring access to confidential information or serve in positions which require systems access, entry access or a Panther ID 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.

**REASON FOR POLICY (O\*)**

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

**RELATED INFORMATION (O\*)**

[Florida Statute Sections 110.501 and 768.1355](#)  
[State Workers' Compensation](#)

**DEFINITIONS (R\*)**

**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 purposes of this policy, guest speakers, members of alumni or advisory boards for colleges and schools, 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 whose 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.

**HISTORY (R\*)**

Adopted June 20, 2017.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Talent Acquisition and Management

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Talent Acquisition and Management  
Florida International University  
11200 SW Eighth Street, PC 234  
Miami, Florida 33199  
Telephone (305)348-2500

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**\*R = Required \*O = Optional**