College of Education procedures to meet Purdue University’s interim policy on volunteers
Policy effective July 1, 2012

Procedure Established July 2012

College of Education faculty and staff who need to be aware of these procedures, and who might be responsible for following through on the Interim Policy on Volunteers include:

<table>
<thead>
<tr>
<th>DEPARTMENT HEADS</th>
<th>UNIT HEADS</th>
<th>CENTER DIRECTORS</th>
<th>OTHERS</th>
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<tbody>
<tr>
<td>Samarapungavan, Ala</td>
<td>Dietz, Kathy</td>
<td>Balkute, Asta (Ackerman</td>
<td>Evans, Robert (TRC)</td>
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<td>VanFossen, Phil</td>
<td>Dimitt, Jane Ann</td>
<td>Center)</td>
<td>Flagge, Lynette (EXCITE!)</td>
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<td></td>
<td>Jeffries, Jennifer</td>
<td>Bryan, Lynn (CRESME)</td>
<td>Hail, Karen (Student</td>
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<td>Oakes, T.J.</td>
<td>Gentry, Marcia (GERI)</td>
<td>Ambassador)</td>
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<td></td>
<td>Reed, Dorothy</td>
<td>Hoffman, Kerry (CLEAR)</td>
<td>Lehman, Jim</td>
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<td>Watson, Bill (Serious Games)</td>
<td>Moon, Sidney</td>
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<td>Reeves, Carla</td>
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<td>Santos de Barona, Maryann</td>
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Each department/unit/center/other will assign someone in their area as a ‘volunteer processor’ to follow through on the College of Education procedures in order for us to comply with the University’s Policy on Volunteers reporting. Highlights of the policy and procedures include, but are not limited to, the following. The complete document of the University’s Interim Policy on Volunteers may be found here: [http://www.purdue.edu/policies/human-resources/vib2.html](http://www.purdue.edu/policies/human-resources/vib2.html). **Everyone involved in implementing these procedures is expected to read the full University policy.**

There are three types of volunteer forms addressed in the policy. See explanations below:

**Volunteer Agreement**
If a Volunteer Agreement is needed, Human Resources will be consulted for specific language. Services necessitating a Volunteer Agreement include, but are not limited to, the following:

- Direct contact with minors or other vulnerable populations.
- Key access to building or facility.
- Access to cash, cash equivalents, checks, credit card information.
- Access to protected, personal or other sensitive data or other confidential information.
- Services that require travel of any kind (driver or passenger).

**Volunteer Registration**
All current and potential volunteers are required to complete a Volunteer Registration Form.

**Consent to Volunteer**
Individuals under the age of 18 may only provide services that do not require a completed Volunteer Agreement; the same applies to parents or guardians who are supervising a dependent child under the age of 15. This provision does not apply to minors who serve as volunteers in 4-H programs. If the parent or legal guardian will be supervising the minor, the minor must provide a photo ID (government-issued or otherwise) for verification and the parent or guardian must provide a government-issued photo ID for verification. The department/unit must perform the Sex and Violent Offender Registry Check on both the minor and the parent or guardian.
College of Education procedures:

☐ Implementation of this policy must be completed by August 1, 2012.

☐ Each department/unit/center/other will assign someone in their area as a ‘volunteer processor’ to comply with this policy. The name of that person will be reported to the Deans Office, c/o Carla Reeves, by August 1, 2012.

☐ All current volunteers must comply with this policy before continuing their activities.

☐ All potential new volunteers must comply.

☐ All volunteer forms and screenings must be updated annually.

☐ The following individuals are not considered volunteers:
   ▪ Adjunct faculty members, associate staff members, affiliate staff appointees and visiting scholar appointees
   ▪ Guest lecturers/speakers
   ▪ Human subject research participants
   ▪ Individuals performing services for another entity or as a member of a group contracted by the University.

☐ Each department/unit must submit the following information on each potential volunteer, whether or not the volunteer is accepted.
   ▪ Volunteer’s name
   ▪ Volunteer’s home address
   ▪ Volunteer’s date of birth
   ▪ Certification that a photo ID was used to verify the individual’s identity
   ▪ Name of the employee who verified the ID
   ▪ Date the state registry check was performed, with results
   ▪ Date the national registry check was performed, with results
   ▪ Name of employee(s) who performed the checks
   ▪ A copy of any match found on either registry

Volunteer processors will be given access to a Qualtrics site and must enter the information listed above for each potential volunteer, regardless of the outcome of the state and national registry checks. This information will be kept confidential. These records will be used by the College to make its annual report to Human Resources, in accordance with University policy.

☐ Volunteer processors will hand deliver signed Volunteer Agreements, Volunteer Registration Forms, and Consent to Volunteer Forms, as well as printed results from the state and national registries, to the Dean’s Office, c/o Carla Reeves. Do not make copies or PDFs of these forms or keep paper copies. The original and only copy will be stored in the Dean’s Area. Forms must be delivered to the Dean’s Area in a sealed envelope marked ‘personal and confidential’ to the attention of Carla Reeves. All COE areas will be provided copies of the Volunteer Registration and Consent to Volunteer forms. Sample Volunteer Agreement forms will also be made available.
Volunteer forms must be filled out by the potential volunteer. The volunteer processor must verify the potential volunteer’s name and date of birth provided on the form against a government issued photo ID and perform the Sex and Violent Offender Registry Checks.

- **Dru Sjodin National Sex Offender Public Website**
  - Click the option to search for sex offenders.
  - Read the conditions of use and agree to them.
  - Search for the individual’s name
  - If a match(es) is found, click on the name to see the detailed information and verify whether it is the same person.

- **Indiana Sex and Violent Offender Registry Website**
  - Use the search by name.
  - If a match(es) is found, go into the details to verify whether it is the same person.

If a match on a record is found, the volunteer processor must inform their supervisor and the Dean’s Office, Carla Reeve. Information will be forwarded to HR to perform a more extensive check. Information on such situations must be kept confidential except for the people listed above. If a match is made and confirmed, the potential volunteer will not be allowed to volunteer at the University.