



Delaware State University

University Area Responsible: Risk and Safety Management

Policy Number and Name: 7-15: Community Resources and Volunteers Policy

Approval Date: 7/28/11

Revisions: 8/9/2013

Reviewed: 7/25/2013

Related Policies and Procedures: 4-28: Employment Background Checks; 6-08

Minors in University Sponsored Programs

1. Purpose

Delaware State University (DSU) encourages the enrichment of each curriculum and the widening of educational and business operations from outside the University with individuals with special knowledge, talents or an interesting vocation to address students, faculty, and staff.

2. Policy

Members of the general community and volunteers who have special knowledge, talents or services may have access to the DSU community (students, faculty and staff) given that they understand and accept University requirements, regulations, procedures and conditions.

3. Scope

General Community

The time given by the resources person and the limitations imposed by the necessity to schedule the regular program of students, faculty, and staff must be considered when arranging for speakers.

Delaware State University offices and departments must have approval of each such visit.

Volunteers

Volunteers provide significant resources to students, staff, and faculty by supplementing the work of paid professional and classified staff.

The assignment of volunteers shall be made by the Department Head and in cooperation with the instructional staff.

In recognition of their contributions to the welfare of the students, staff, and faculty of Delaware State University, the University and Department Heads shall annually award appropriate certificates.

4. Responsibilities

All Volunteers must fill out a DSU application package which includes application, reference checklist, and interview process procedures. All volunteers are prohibited from unsupervised access to minors in the care of Delaware State University.

5. Record Keeping

This Policy will be reviewed by Human Resources and Safety/Risk Management on an annual basis.