UNIVERSITY OF ALASKA
VOLUNTEER QUALIFICATION CHECKLIST

The Volunteer Checklist is to be used with the "Guidelines for Departments Using Volunteer Services." Use of volunteers is affected by complex compliance issues including but not limited to Human Resources, INS, Risk, IRS, and Fair Labor Standards Act. Guidelines and 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, which is found at:
http://www.alaska.edu/risksafety/download/Guidelines-for-Departments-Using-Volunteer-Services.pdf

Department Information		Date:	
Your campus:		Your department:	
Department contact (your name):		Your title:	
Your phone:		Your email:	

Volunteer Information	Name of volunteer:	

Address of volunteer: (Street, City, State)

CHECK "NO" OR "YES" BELOW.