



Alcorn State University Volunteer Program for Students



Student Employment Center
Alcorn State University

Alcorn State University Volunteer Program for Students

Purpose: The purpose of the Alcorn State University Volunteer Program for Students is to define and outline the eligibility requirements, responsibilities, and expectations for students seeking to engage in volunteer opportunities within the university. This program is meant to reduce risk and protect the interests of the university, its volunteers, and the community it serves.

Definition of Volunteer:

Consistent with definitions and guidance from the U.S. Department of Labor, volunteers are "individuals who volunteer or donate their services, on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without compensation of pay, are not considered employees of the religious, charitable or similar non-profit organizations that receive their services."

Volunteers are uncompensated and provide services without expectation of pay from the volunteer activity and have no assurance or reason to expect that Alcorn State University will offer employment following the volunteer period. Volunteers are not eligible for any benefits, including unemployment or workers' compensation benefits.

To ensure that an individual performing volunteer services is not an employee for purposes of the Fair Labor Standards Act (FLSA), all the following criteria must be satisfied for the individual to be approved as a volunteer:

1. The services are intended to be voluntary and to be rendered without compensation.
2. The services must constitute a bona fide effort of the individual to volunteer for humanitarian or public service purpose or for the benefit of education, training or professional experience. Therefore, the service must be relevant to the program of study that the student is enrolled in currently.
3. Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

Eligibility Criteria: To be eligible to participate in the university's volunteer program, students must meet the following criteria:

1. Enrollment Status:

- The student must be currently enrolled at the university in a degree-seeking program.
- Students receiving financial aid are **ineligible** to volunteer at the university.

2. Academic Standing:

- The student must maintain a minimum GPA of 2.0 or higher. This ensures that students remain academically focused while contributing to volunteer activities.

3. Field of Study:

- Student volunteers are encouraged to seek volunteer opportunities relevant to their field of study. This ensures that students are gaining experience and skills that align with their academic and career goals.

4. Good Standing:

- The student must be in good standing with the university, with no current academic or disciplinary issues. This includes adhering to the university's code of conduct.

5. Background Check:

- Students must pass a successful background check to volunteer

Responsibilities of Volunteers:

- Volunteers are expected to perform their services to the best of their ability and in accordance with the guidelines set by the university and the department they are volunteering with.
- Volunteers must adhere to university policies, including attendance, punctuality, and professional behavior while performing volunteer work.
- Volunteers must respect the confidentiality and privacy of any sensitive information encountered during their time with the university.
- Volunteers should report any concerns, issues, or grievances to the designated volunteer supervisor.

Prohibited Activities

Volunteers cannot replace or be substituted for current employees or perform work that would otherwise require another individual to be employed. Volunteer services are generally limited to educational training, humanitarian, charitable or public service purposes and are rendered on a part-time and temporary nature.

University Volunteers are also prohibited from performing the following activities:

- Operating heavy equipment, including vehicles
- Working with stored energy (e.g. steam, electricity, hydraulics)
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the University
- Being present in a clinical setting or working with Protected Health Information (PHI)
- Performing any activities not approved or outlined by the minimum safety guidelines established by the Occupational & Environmental Safety Office (OESO)

Duration

The initial period for volunteering should be no longer than a school year of two consecutive semesters.

Application Process:

1. Submission:
 - Eligible students wishing to volunteer must complete the official volunteer application form, provide a copy of unofficial transcripts to verify academic criteria is met.
2. Approval:
 - Applications will be reviewed to ensure that the student meets the eligibility criteria. Students will be notified of their approval status and the specific volunteer role or department they will be assigned to.

Termination of Volunteer Status:

A student's volunteer status may be revoked if they fail to meet the eligibility criteria, do not fulfill their responsibilities, or violate university policies.

Department Supervisor Agreement: ***Must be an employee of the university.*** Department supervisors who agree to oversee student volunteers must acknowledge their responsibilities in providing supervision and guidance.

Supervisor's Responsibilities:

- Ensure that the volunteer's duties align with their academic and career objectives.
- Provide appropriate training and support to enable the student to perform assigned tasks effectively.
- Monitor the students' performance and provide constructive feedback as needed.
- Maintain regular communication with the student volunteer and address any concerns promptly.
- Confirm the completion of volunteer hours and provide verification if needed.

Academic Advisor Agreement: Students (Freshmen and Sophomores Only) must obtain approval from their academic advisor in their current program to ensure the volunteer activities align with their academic goals.

If you are interested in applying for **Graduate Assistantship or Service Hours**, please refer to the resources below for guidance and application details.

Graduate Assistantship Opportunities

Department of Graduate Studies

Email: graduatestudies@alcorn.edu

Phone number: 601.877.6122

Service Hour Opportunities

Department of Student Engagement

Phone: 601.877.6324



Alcorn State University Student Volunteer Application Form

Personal Information

First Name: _____ Last Name: _____
A#: _____ Date of Birth: _____ Social Security Number _____
Address: _____ State _____ Zip _____
Phone Number: _____ Email Address: _____

Academic Information *(provide a copy of our unofficial transcript along with application)*

Current Major/Field of Study: _____ Current GPA: _____

Are you in good academic standing with the university? ☐ Yes ☐ No

Volunteer Interest *(Please indicate the department where you are interested in volunteering)*

- | | |
|----------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Academic Support Services | <input type="checkbox"/> Admissions and Recruitment |
| <input type="checkbox"/> Athletic Services | <input type="checkbox"/> Career Services |
| <input type="checkbox"/> Research Assistance | <input type="checkbox"/> Student Activities and Events |
| <input type="checkbox"/> Other: _____ | |

Why are you interested in volunteering in this area?

Please list any relevant skills, experience, or coursework that qualify you for this volunteer opportunity:

What duties will you perform as a volunteer in this department?

How many hours per week are you available to volunteer? _____
(not to exceed 20 hours per week)

Preferred Days/Times of Availability:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Emergency Contact Information

Name of Emergency Contact: _____ Relationship to Student: _____
Phone Number: _____

Agreement and Signature

By signing below, I confirm that the information provided in this application is accurate to the best of my knowledge. I understand that I must meet all eligibility criteria and follow the policies and guidelines set by Alcorn State University for student volunteers. I acknowledge that my volunteer status may be revoked if I fail to adhere to university policies. I understand that a background check will be conducted to confirm my eligibility to serve as a student volunteer. If the background check is unsuccessful, my volunteer application will be denied.

Signature of Applicant: _____ **Date:** _____

Supervisor Agreement:

I agree to supervise the above student volunteer and accept responsibility for overseeing their service in my department. I understand that student volunteers must be supervised at all times. I read the student volunteer program and I will adhere to the supervisor responsibilities as outlined.

Supervisor Name: _____ **Department:** _____

Title: _____ **Volunteer's Role:** _____

Signature: _____ **Date:** _____

Academic Advisor Agreement and Approval: I have reviewed the student's application for the Alcorn State University Volunteer Program and confirm that opportunity aligns with their academic goals. By signing below, I authorize the student's participation in the selected volunteer program.

Advisors Name: _____ **Department:** _____

Signature: _____ **Title:** _____

Students must have approval from the Student Employment Center before volunteering in any department at Alcorn State University.

Submit your completed application to the Student Employment Center at Alcorn State University:

Email: sec@alcorn.edu **Phone:** 601-877-6188

Office Location: Walter Washington Administration Building; Suite 105

For Student Employment Center Office Use Only:

Application Reviewed By: _____ Date: _____

Status of Application: ☐ Approved ☐ Denied Comments:
