



## **VOLUNTEER QUALIFICATION CHECKLIST**

**CHECK “NO” OR “YES” BELOW. If there are “YES” responses, you must forward this checklist to Risk Management for review and approval prior to committing the individual to volunteer service.**

1.	Is Volunteer under the age of 18?	No	Yes	Written permission must be received from Risk Management and from a parent or legal guardian. Contact Risk Management to obtain this form.	
2.	<b>Volunteers may not transport groups, students, minors, or non-UA affiliated persons on UA business or UA sponsored events and activities. Exceptions may be granted by Risk Management. Attach request and explanation.</b>				
3.	Is volunteer service taking place outside the state of Alaska?	No	Yes	Contact Risk Management with details to include current residence of potential volunteer.	
4.	Will Volunteer receive any compensation?	No	Yes	Contact Risk Management. Compensation requires HR approval, signed volunteer agreement, necessary withholding forms, and SSN.	
				<b>Description:</b>	<b>Amount:</b>
				Expenses (itemize):	
				Benefits (describe):	
				Nominal Fee (describe):	
				TOTAL	
What would UA otherwise pay to hire someone to provide the same services?					
Position title:		Hourly rate:			
5.	Will Volunteer be in contact with minors (e.g. coaches, recreational assistant, student services, etc.)?	No	Yes	May be subject to a criminal background check. Contact Risk Management with details.	

**WRITTEN VOLUNTEER AGREEMENTS REQUIRE APPROVAL OF RISK MANAGEMENT AND HUMAN RESOURCES. EXCEPT AS APPROVED BY RISK MANAGEMENT AND HUMAN RESOURCES, WRITTEN VOLUNTEER AGREEMENTS ARE PROHIBITED.**

For helpful information on volunteering for UA, refer your volunteers to the [“INFORMATION FOR VOLUNTEERS”](#) document.

I have read the “Guidelines For Departments Using Volunteer Services” and approve the volunteer services described above.

DEPARTMENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_