

## INTERNSHIP/VOLUNTEER POLICY

**Purpose:** The purpose of this policy is guide the appropriate process for establishing an unpaid volunteer who may be performing operational functions, such as an intern or practicum, within the Department of Recreational Sports.

**Scope:** This policy applies to all professional staff and subsequent volunteers working within the Department of Recreational Sports.

### Policy:

- I. ELIGIBILITY
  - a. Currently registered as a UGA student, or...
  - b. Currently registered as a student at another institution, or...
  - c. Individual is 18 years of age or older, or...
  - d. If the individual is under the age of 18, a letter or email to the director which specifies parental consent.
  
- II. GUIDELINES
  - a. Volunteers should not be used to replace a compensated staff member but to supplement staffing on occasion.
  - b. The service is normally short-term in nature and project-oriented.
  - c. Volunteers must work under the direct supervision of a Rec Sports professional staff member.
  - d. Volunteers may not supervise employees.
  - e. Volunteers should not be in staff work areas outside of their volunteer work hours.
  - f. Volunteers will not be issued any keys.
  - g. Volunteers are not eligible for any University benefits or discounts provided to UGA employees.
  - h. Volunteers must make their own parking arrangements, i.e., pay for their own daily parking passes, etc.
  - i. Volunteers may not be granted any type of authority over financial accounts or funds of any type.
  - j. Volunteers are not covered by Workers' Compensation insurance.

- k. The Department of Recreational Sports, at their sole discretion, may end a volunteer's services at any time; a volunteer may end their service to the Department of Recreational Sports at any time.

**Procedures:**

- I. CURRENTLY REGISTERED UGA STUDENT SEEKING COURSE CREDIT FOR INTERNSHIP/PRACTICUM EXPERIENCE
  - a. At least one in-person meeting should take place between Rec Sports professional staff and the individual seeking the volunteer position. The meeting should provide both parties with a clear understanding of expectations, roles, responsibilities, and culminating outcomes.
  - b. Have the student complete an internship/practicum proposal that clearly lays out their duties and responsibilities.
  - c. Complete the "Internship for Academic Credit Form" found here: <https://studentaffairs.uga.edu/operations/hiring/>
  - d. Obtain supervisor and department head review and approval.
  - e. Internship for Academic Credit Form should be kept on file within the department.
  - f. If the volunteer is to be driving university vehicles,
    - i. Inquire with the business office about a background check.
    - ii. Ensure that the supervisor and volunteer understand and follow the Student Affairs motor vehicle use policy: <https://studentaffairs.uga.edu/operations/policies-and-procedures/motor-vehicle-policy-for-uga-sa-volunteers/>
    - iii. Arrange for a driver orientation session with the outdoor recreation staff
  - g. Upon approval by the supervisor and the department head, the volunteer may begin their duties.
- II. CURRENTLY REGISTERED UGA STUDENT NOT SEEKING COURSE CREDIT
  - a. At least one in-person meeting should take place between Rec Sports professional staff and the individual seeking the volunteer position. The meeting should provide both parties with a clear understanding of expectations, roles, responsibilities, and culminating outcomes.
  - b. Have the student complete an internship/practicum proposal that clearly lays out their duties and responsibilities.
  - c. Complete the "UGA Volunteer Agreement Form" found here: <https://studentaffairs.uga.edu/operations/hiring/>
  - d. Obtain supervisor and department head review and approval.

- e. Submit form(s) to the appropriate contacts listed.
  - f. If the volunteer is to be driving university vehicles,
    - i. Inquire with the business office about a background check.
    - ii. Ensure that the supervisor and volunteer understand and follow the Student Affairs motor vehicle use policy:  
<https://studentaffairs.uga.edu/operations/policies-and-procedures/motor-vehicle-policy-for-uga-sa-volunteers/>
    - iii. Arrange for a driver orientation session with the outdoor recreation staff
  - g. Upon approval by the supervisor and the department head, the volunteer may begin their duties.
- III. NON-UGA STUDENT SEEKING COURSE CREDIT FOR INTERNSHIP/PRACTICUM EXPERIENCE
- a. Please obtain all forms and other internship documents from the interested student. The forms and documents should be originating from the student's institution. Once these documents are available, please forward them to your associate director for review.
  - b. This process may experience a longer timeline for all of the approvals to come through. Please communicate this to the interested student at the initial meeting to gauge their acceptable timetable.
  - c. A member of the Director's Team will get these documents to the Office of Legal Affairs for review. Please encourage the student to be patient as this process can take a few weeks.