

# **VOLUNTEER INFORMATION AND BEST PRACTICE**

- Currently, there is no one-size fits all campus wide volunteer or unpaid intern policy.
- A campus-wide policy is in the works and may issue sometime over the next year.
- Some individual colleges, schools, and divisions do regularly utilize volunteers and unpaid interns and they have specific policies and procedures in place. Examples include CALS and School of Business.
- If a school/college/division is considering regularly using volunteers and/or unpaid interns, they may want to adopt a written policy and/or procedure tailored to them. Workforce Relations can assist.
- If this is just a “one time” or a just a “once in a while” situation, then the school/college/division does not likely need its own policy and procedure in place and can refer to campus practice. Please use the campus fact sheet and letter template found at the hyperlinks below. Make sure you have a volunteer letter/agreement and that you fully review and understand the volunteer FAQ, as well.
  - <https://kb.wisc.edu/ohr/policies/page.php?id=52756>
  - <https://www.ohr.wisc.edu/polproced/UPPP/0108.html>
  - See the Word docs that appear as links in the above.
- As a reminder, an unpaid intern or volunteer cannot be volunteering time for strictly the benefit of school/college/division. Rather, the volunteer or unpaid intern’s time has to be for the primary benefit of this individual and his/her learning experience.
- An unpaid intern or volunteer is not allowed to be utilized to take away work from paid employees and/or to prevent having to hire a paid employee.
- An unpaid intern and/or volunteer is expected to have appropriate training and be made aware of required workplace/rules/policies/procedures.
- Review the criminal background check policy and determine if your volunteer/unpaid intern will need to submit to a CBC before volunteering. Discuss with WR if you have questions.
- Once you have the volunteer letter completed in draft form, please send it to WR for review before issuing.