**UA South Volunteer Policy and Procedure**

The University of Arizona is generously supported by Volunteers and other Designated Campus Colleagues who contribute their time, services, and expertise to help the University accomplish its mission of teaching, research, service, and outreach.

Volunteers are individuals who serve as docents, 4-H workers, event coordinators and other roles that support the University’s mission and do not meet the criteria for affiliate or associate appointments. Volunteers perform services for the University without coercion or expectation of compensation, benefits, or future employment.

UA South will create and maintain DCC relationships for all affiliates, associates and volunteers within UAccess Manager Self Service.

- All UA South Volunteers will be pre-approved by supervisors, the Dean, and Business Office
- The work done by the Volunteer must benefit UA South and help accomplish its mission.

The following process is **required** to request the use of a volunteer at any UA South location or department.

- Complete the DCC Worksheet
- Obtain a copy of the volunteer’s current resume
- Complete a written justification, including how the use of this volunteer will benefit the university
- Submit worksheet, volunteer’s current resume, and written justification for the volunteer to immediate supervisor, Dean, and Business Office for approvals.
- All Volunteers must complete the UAccess registration, FERPA training, and Harassment training prior to their start date.