

Dear UM-St. Louis Faculty/Staff Member:

Thank you for your willingness to assist the Volunteer Services Program in the utilization of volunteers within your department.

Please find the following materials included in this Volunteer Placement File:

- **Highlights from the Volunteer Services Policy and Procedures Manual that you may find helpful in the supervision of your UM-St. Louis Volunteer.**
- **Copies of *Volunteer Timesheet*—to be completed on a weekly basis and mailed to us OR completed on-line at <http://www.umsl.edu/services/volunteer/onlinetimesheet.html>**

**PLEASE NOTE: Some volunteers also have a specific timesheet form required by their local high school—FOR VERIFICATION PURPOSES THE VOLUNTEER SERVICES TIMESHEET MUST ALSO BE COMPLETED.**

Thank you for helping Volunteer Services provide meaningful and productive volunteer assignments throughout the campus.

Please do not hesitate to contact us if you have any additional questions 314.516.4106.

Sincerely,



Elizabeth Pawloski  
Volunteer Coordinator

We have highlighted several applicable sections of the *Volunteer Services Policy and Procedures Manual* below for your information as a volunteer supervisor:

## **VOLUNTEER PLACEMENT PROCEDURE**

### **Volunteer Rights and Responsibilities**

Volunteers are viewed as a valuable resource to UM-St. Louis. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of UM-St. Louis.

### **Criminal Background Check**

All adult volunteers will be required to submit to a criminal background check. Volunteers can be provisionally assigned to a position pending the results of the background check.

## **VOLUNTEER TRAINING**

### **Orientation**

All volunteers will receive a general orientation on the nature and purpose of UM-St. Louis and the nature and operation of the program or activity for which they are recruited.

### **On-the-Job Training**

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment.

## **VOLUNTEER SUPERVISION**

### **Requirements of a Supervisor**

Each volunteer who is accepted to a position with UM-St. Louis must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.

### **Evaluations**

Volunteers shall receive periodic evaluations to review their work.

### **Reimbursement of Travel Expenses**

Volunteers may be eligible for reimbursement of travel expenses (including bus fare, Metrolink passes, parking fees or actual gas expenses) incurred while volunteering at an off-campus location for UM-St. Louis. The campus department requesting the volunteer service will be financially responsible for reimbursement to the volunteer.

## **VOLUNTEER DISMISSAL**

### **Dismissal of a Volunteer**

Volunteers who do not adhere to the rules and procedures of UM-St. Louis or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Prior to the dismissal of a volunteer, staff should seek the consultation and assistance of the Volunteer Coordinator.

### **Notice of Departure or Re-Assignment of a Volunteer**

In the event that a volunteer departs UM-St. Louis, whether voluntarily or involuntarily, or is re-assigned to a new position, it shall be the responsibility of the Volunteer Services Program to inform those affected staff that the volunteer is no longer assigned to work with them.

## **VOLUNTEER SERVICES SUPPORT**

### **Communication with the Volunteer Services Program**

Staff who are supervising volunteers are responsible for maintaining regular communication with the Volunteer Services Program on the status of volunteers, and are responsible for the timely provision of all necessary paperwork to the Department. The Department should be informed immediately of any substantial change in the work or status of a volunteer and should be consulted in advance before any corrective action is taken.

**University of Missouri-St. Louis • Volunteer Services**  
Time Sheet

Volunteer Name \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

*\* List date and hours for each day.*

<b>Date</b>	Example	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	9/6/07							
<b>Hours</b>	4 hrs.							

Volunteer Supervisor Approval: \_\_\_\_\_

**Form VS-03**

07/15/08

**\* Volunteer time sheets can be filled out online at [www.umsl.edu/services/volunteer/onlinetimesheet.html](http://www.umsl.edu/services/volunteer/onlinetimesheet.html).**