



UNIVERSITY RISK MANAGEMENT AND INSURANCE ASSOCIATION




Risky Business:
A Week Focusing on Risk Management's
Contributions to Higher Education

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Description of Session

- Description: This session will focus on the importance of establishing a volunteer policy/plan at your institution, to minimize risk.
- Takeaway: As a result of participating in this session, you will understand the benefits, and minimize risks, by developing a volunteer policy, understanding strategic considerations, as well as observations and lessons learned.



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Agenda/Learning Objectives

- The need for a volunteer policy
- Strategic Considerations
- Operational Considerations
- Special Considerations
- Observations and Lessons Learned



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Who Currently has a Volunteer Policy on your Campus?

- A. Yes, we currently have a written volunteer policy.
- B. No, we do not have a written volunteer policy.
- C. I have no idea



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Question 2: What areas of your campus utilizes volunteers?

- A. Athletics
- B. Student Affairs
- C. Academic
- D. Medical Campus
- E. Other Area
- F. n/a
- G. Several of the above



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Need for Volunteer Policy

- **What prompted the need for a volunteer policy?**
 - Do you know who is on your campus?
 - Risk or liability to institutions
 - Consistency in identifying and managing volunteers
 - Increased concerns for campus safety
 - Kids on Campus
 - Sexual offender databases
 - Focused media attention



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Volunteer Vs. Employee

- What do you think constitutes the difference between a volunteer and an employee?



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Volunteer Vs. Employee

- **Volunteer**
 - Does not receive compensation
 - Unpaid internships
 - Used to gain experience
 - Earn college credit
- **Employee**
 - Receives compensation
 - Paid internships



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Strategic Considerations

- Key Questions and Planning
 - What roles will volunteers hold?
 - What office will be responsible for volunteer management?
- Developing a Policy
 - Assembling a volunteer policy committee
 - Identifying key stakeholders



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Operational Considerations

- Background Screening
 - Criminal background check
 - Sex offender registry
- Training
 - Departmental vs. Institutional training
 - Record Keeping
 - All volunteers vs. Specific volunteers
 - Type of trainings –virtual vs. face to face
- Assigning and Monitoring work
 - Schedules, duties, etc....



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Special Considerations

- Athletics
 - Sporting events
 - Volunteer coaches
 - Camps
- Working with Minors
 - Camps
 - Special events
- Working with Family Members
 - Nepotism
 - Internal controls



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Observations and Lessons Learned

- Successes
 - Implementing the policy
 - Starting campus dialogue
 - Increasing awareness
- Challenges
 - Ensuring right people at the table
 - Competing interests
 - Existing departmental volunteer policies



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Thank You for Helping Us Celebrate *Risky Business* on Our Campus!

Questions?

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Who Is URMIA?

- The University Risk Management and Insurance Association is dedicated to the advancement of risk management in higher education
 - URMIA helps institutions of higher education reach their academic, social, and economic goals
- Goals:
 - To protect the reputation and resources of institutions of higher education through sound risk management practices
 - To make available the best risk management information for institutions of higher education
 - To provide excellent professional development opportunities for risk management professionals



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