

Ambiguities and New Procedures – Volunteer Agreement Form 301a

Group Agreements - Ambiguity	New Procedure
Where should the name of the volunteer group be noted? Currently, there is provision for only the group leader to be identified.	Add the group name in the same box as the group leader, or in the "Description of Service to be Performed" section.
Where should the parental consent signature(s) be included for any volunteers under the age of 18 included in a group?	Group volunteers who are under age 18 must fill out a separate form 301a and have it signed by a parent or guardian.
What instructions should be given to groups regarding their "sign-up" sheets for volunteer projects?	Sign-up sheet requirements should be addressed in the "Description of Service to be Performed" section. Sign-up sheets must note each volunteer's name, citizenship status or type of visa, address, emergency contact information, any parental consent requirements, and information on any medical conditions relevant to the work.
How should medical conditions of individual group members be addressed?	Sign-up sheets for a group agreement must have a component for individual volunteers to note if they have a medical issue that would be affected by or affect the volunteer work. These individuals should fill out a separate volunteer agreement with a work description that includes work restrictions or limitations.
Individual or Group Agreements - Ambiguity	New Procedure
Where should the agreement number be noted on the form?	Write the agreement number in the title box at the top of the form, or include it in the volunteer position description.