

## **MISSOURI SOUTHERN STATE UNIVERSITY POLICY**

Policy #:	02-0008				
Name of Policy:	Volunteer and Internships Policy				
Date of Last Revision:	Nov 2023	Initial Date of Approval:	July 2017	Initial Effective Date:	
Policy Owner	Director of Human Resources				
Policy/Chapter Sections					
Date of Next Review:	Nov 2026				

### **1.0 PURPOSE**

The University requires that all interns and/or volunteers sign an acknowledgment form as a condition of the opportunity to participate in an internship or volunteer activity offered by the University. This policy governs the acknowledgement forms.

### **2.0 SCOPE**

This Policy applies to all University departments and activities.

### **3.0 POLICY**

Any student who will be participating in an internship program at the University must complete the University's Student Acknowledgement, Assumption of Risk, and Waiver of Liability form. Any individual who will be participating in a volunteer activity associated with the University must complete the University's Volunteer Acknowledgment, Assumption of Risk, and Waiver of Liability form. The department that intends to utilize a student intern or volunteer is responsible for ensuring that the individual is classified correctly as well as ensuring that the student intern or volunteer completes the appropriate acknowledgement form prior to the start of the activity. All acknowledgment forms must be submitted to Human Resources prior to the start of the activity. The department should keep a copy of the completed acknowledgment form in the department's files. If a student intern or volunteer fails to complete the appropriate acknowledgement form, or the department fails to submit the form to Human Resources, the student intern or the volunteer may be denied participation in the event.

The Volunteer Acknowledgement, Assumption of Risk, and Waiver of Liability form is to be used for volunteers. For example, individuals who donate their time at sporting events, driving, etc. This form is NOT to be used for students who are receiving course credit or the work is required as part of a program of study.

The Student Acknowledgement, Assumption of Risk, And Wavier of Liability form is to be used when a University student or a student from another institution is performing an unpaid internship at the University. For example, an un-paid internship in the counseling area of

A.C.T.S; a University student who is required to perform services as part of their degree program; or any student who receives course credit.

If you have any questions about the acknowledgment forms, or need help analyzing whether an individual is an intern or volunteer, please contact Human Resources.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

November 2023 – Added Minor Volunteer and Adult Volunteer waiver forms to document; placed in new format.

#### **5.0 RELATED DOCUMENTS**

Adult Volunteer Liability Waiver

Minor Volunteer Liability Waiver

Internship Liability Waiver