

Volunteers in Academic Research, Scholarship and University Activities
(adapted from University of Indianapolis https://www.uindy.edu/policies/files/volunteer_policy_kk.pdf)

The General Terms & Conditions and Prohibitions outlined in this procedure must be signed by the host/supervisor and volunteers (or their parent or legal guardian if under 18 years of age) with the signed document (<https://www.utoledo.edu/offices/internalaudit/minors-on-campus/docs/VolunteerSignatureForm.pdf>) retained by the host's department or unit and stored centrally in Risk Management (see Appendix 2)

Purpose: The purpose of this procedure is to protect the interests of and reduce risk to the University in the direction of the University of Toledo employees.

Volunteers serve at the discretion of the University. Accordingly, a volunteer may be terminated by the University for any reason, at any time, without notice.

This procedure applies to all University of Toledo students who are currently registered and are participating in volunteer activities.

Volunteers in the University of Toledo Academic Research Laboratories and Other Areas

Level 1—Volunteers serving at this level typically will expend minimal time and engage in low risk activities. Examples of Level 1 volunteers include, but are not limited to, those distributing programs at a concert or event, assisting with a University led workshop or conference, coordinating alumni at a single event, greeting visitors to campus and offering wayfinding assistance, participating in a service project that is organized by the University or other efforts to engage employees, families, students, neighbors and visitors in public service, religious, educational, humanitarian and charitable projects. Volunteers at this level are not issued Rocket numbers or login access to UToledo systems (UTADlogin).

Level 1 volunteers must comply with the general terms set forth in this policy. See section below.

Level 2—Level 2 volunteers spend more than minimal time and engage in activities which are higher risk. Examples include activity within a potentially hazardous area such as a laboratory or workshop, activities associated with confidential information, use of University owned controlled equipment or facilities, service which includes handling cash or performing any financial transactions, service performed more than three feet off the ground but no higher than a step stool or a step ladder, and experiences working with students in an academic activity, including health sciences in campus colleges (Colleges of Health and Human Services or Arts and Letters). These volunteers will typically require issuance of Rocket numbers and may require login access to UToledo systems (UTADlogin).

Level 2 volunteers must 1) comply with the general terms set forth in this policy (“general terms” section below) and 2) successfully complete any additional preconditions and/or training determined by the host and the appropriate University department or unit

Level 2 volunteers participating in academic research laboratories or sponsored programs, on institutional review committees (Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) or Institutional Biosafety Committee (IBC)), as study members on University approved protocols (IRB, IBC, IACUC), or as a visiting faculty are subject to restricted and debarred party screening as described in Guidance on UT Affiliate Status for Research Related Activities (<https://www.utoledo.edu/research/rsp/ResearchAffiliate.html>)

4. Services of the volunteer must not be engaged if not permitted by immigration law. Volunteer is subject to restricted and debarred party screening. Refer to the Toledo Visiting Scholar Procedures for the role the Center for International Scholars and Programs (CISP) plays regarding international (foreign national) volunteers.
5. Volunteers are expected to abide by all applicable University policies and procedures.

Appendix 1: University Policies/Procedures

Policies applicable to volunteers may include, but are limited to, the following.

[336460-02 Safety and Health Management](#)

[336460-05 Hazardous Material and Environmental Management](#)

[336470-02 Research Data and Responsible Conduct of Scholarship and Research](#)

[336470-05 Protection of Human Subjects in Research](#)

[336470-06 Use of Biohazardous Materials, Recombinant and Synthetic Nucleic Acids, Stem Cells, and Toxins in Research](#)

[336470-10 Laboratory Animal Welfare, Care and Use](#)

[336470-21 Integrity in Research and Procedures for the Signing and Filing of Institutional Review Board](#)

