

**PROGRAMS FOR MINORS
VOLUNTEERS AND CURRENT EMPLOYEES**

Any program or department internal to PVAMU utilizing volunteers, including existing PVAMU employees, to assist in university events involving contact with minors at a program for minors (excluding day camps and enrichment programs) must complete the following steps before an individual may begin performing volunteer services for the university.

1. In accordance with University Rule 24.01.06.P1 Programs for Minors, Day Camps and Enrichment Programs, all volunteers, to include existing PVAMU employees, hired or assigned to employee or volunteer positions involving contact with minors at a program for minors are required to clear both a criminal conviction and sex offender background check annually. All background check clearances must be approved by the Office of Human Resources to work and/or participate in university activities. Departments soliciting for volunteers should submit a completed [Confidential Release Form](#) 10 -15 working days prior to the effective date volunteer services are scheduled to begin. The prospective volunteer may not begin working until the results of the background check have been cleared by the Office of Human Resources.
2. All volunteers are required to complete the [Volunteer Information Form](#) and the [Volunteer Waiver Form](#). The completed Volunteer Information Form, Volunteer Waiver Form and Confidential Release Form should be delivered or faxed to the Office of Academic Engagement & Student Success. Further details are available at: <http://www.pvamu.edu/universitycollege/wp-content/uploads/sites/71/PV-Program-for-Minors-Checklist.pdf>.
3. The Office of Academic Engagement & Student Success shall submit the volunteer packets as one complete packet for each volunteer to the Office of Human Resources. **NOTE: Incomplete packets will be returned to the department for completion.**
4. The Office of Academic Engagement & Student Success will be notified by the Office of Human Resources when the volunteers have been cleared to begin their services. No volunteer may begin working until clearance has been approved by the Office of Human Resources.
5. PVAMU employees offering volunteer services are required to use vacation time, should their volunteer services interfere with their regular work schedule. Vacation time must be approved by the employee's supervisor prior to beginning the volunteer services commitment.

THIRD PARTY PROGRAMS FOR MINORS VOLUNTEERS (EXTERNAL CAMPS)

A program for minors whose requestor is not affiliated with PVAMU is designated as a third-party program for minors. All third-party programs must be sponsored by a PVAMU department, school or college.

1. In accordance with University Rule 24.01.06.P1 Programs for Minors, Day Camps and Enrichment Programs, all volunteers, to include existing PVAMU employees, hired or assigned to employee or volunteer positions involving contact with minors at a third party program for minors are required to clear both a criminal conviction and sex offender background check annually. . . All background check clearances must be approved by the Office of Human Resources to work and/or participate in university activities. Departments soliciting for volunteers should submit a completed [Confidential Release Form](#) 10 -15 working days prior to the effective date volunteer services are scheduled to begin. The prospective volunteer may not begin working until the results of the background check have been cleared by the Office of Human Resources.
2. The completed Confidential Release Form should be delivered or faxed to the Office of Academic Engagement & Student Success. Further details are available at: https://www.pvamu.edu/universitycollege/wp-content/uploads/sites/71/3rd_Party-Camps-for-Minors-Checklist.pdf.
3. The Office of Academic Engagement & Student Success shall submit the forms for each volunteer to the Office of Human Resources. **NOTE: Incomplete packets will be returned to the department for completion.**
4. The Office of Academic Engagement & Student Success will be notified by the Office of Human Resources when the volunteers have been cleared to begin their services. No volunteer may begin working until clearance has been received.
5. PVAMU employees offering volunteer services to a third party are required to use vacation time, should their volunteer services interfere with their regular work schedule. Vacation time must be approved by the employee's supervisor prior to beginning the volunteer services commitment.