

Volunteers and Current Employees

Any program or department internal to PVAMU utilizing volunteers to assist with programs, assignments, projects, etc. must complete the following steps before an individual may begin performing volunteer services for the University:

1. All Volunteers, to include existing PVAMU employees, are required to clear a background check must be approved by the Office of Human Resources to work and/or participate in camp 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 has 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 and the Volunteer Waiver form should accompany the Confidential Release form. **Please do not scan the Confidential Release.** Departments should deliver/ fax documents to the Office of Space Management (**SUMMER CAMPS ONLY**) or Office of Human Resources (**ALL VOLUNTEERS/ EMPLOYEES NOT RELATED TO SUMMER CAMPS**)
3. The responsible department 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 cleared by the Office of Human Resources.
4. PVAMU employees offering volunteer services for campus and/or summer enrichment programs 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 Camp/Summer Enrichment Volunteers (External Camps)

A third party camp/summer enrichment program is any camp or program that is being held on the campus of PVAMU but not sponsored or hosted by PVAMU. Third party camps/summer enrichment programs must adhere to the following steps regarding their employees or volunteers:

1. All volunteers to include existing PVAMU employees are required to clear a background check. Departments soliciting 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 criminal 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 and the Volunteer Waiver Form should accompany the Confidential Release Form. Please do not scan documents. Departments should deliver documents to the Office of Human Resources to work or participate in camp activities.
3. The third party will be charged for each background check conducted.
4. The responsible department 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 from the Office of Human Resources.
5. PVAMU employees offering volunteer services to third party camps are required to use vacation time should volunteer services interfere with their regular work schedule. Vacation time must be approved by the employee's supervisor prior to beginning volunteer services commitment.