

**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**

Chapter 7  
Human Resources

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**AP 7911 Volunteers**

**References:**

Education Code Sections 72401 and 88249

**Definition:** A volunteer is an individual who provides non-compensated services and without expectation or receipt of any material consideration for the services provided.

**Terms of the Assignment:** Volunteers are not entitled to defense or indemnity from the District and are not entitled to any of the rights and benefits of employment.

**Approval Process:** As determined by District or College Human Resources, volunteers may be subject to the same requirements of background and other pre-screening verifications as are completed by District employees which may include fingerprinting, confirmation of freedom from active tuberculosis, and any additional requisite pre-screening for individuals who perform tasks directly or indirectly involving minors. Volunteers are required to submit a Volunteer Agreement Form and may not engage in volunteer service until they are approved by the applicable College Human Resources Director or designee.

**Supervision.** Volunteers must be properly trained, instructed, equipped, and supervised to be certain that they can perform the assigned functions without injury to themselves or others. Volunteers are to be assigned to tasks that are approved by a designated supervisor. The designated supervisor is accountable for the direct supervision of volunteers and is to manage the volunteer's schedules, locations, scope of tasks, duration of assignment, equipment, materials, facilities, and safety. Volunteers should not be provided with keys or access cards to facilities.

**Termination.** Volunteers are required to comply with all applicable Board Policies and Administrative Procedures which govern employee behavior and conduct. Termination of volunteer assignments is at the discretion of the District and may occur without prior notice and without cause. Volunteer service is at-will.

**Workers' Compensation.** Volunteers are entitled to workers' compensation benefits for injuries sustained while engaged in the performance of any approved volunteer service under the direction and control of the District.

Ratified July 17, 2024