



***“Quinsigamond Community College is a premier learning community...recognized for teaching and learning excellence, relevant and responsive programming, students’ success, and community outreach and impact.***

***We thrive as a vital regional asset and first choice for transforming lives and sustaining healthy, prosperous communities.”***

## **I. INTRODUCTION:**

### **Mission**

Quinsigamond Community College Student Life has created an online Volunteer Opportunity Portal for our vibrant, passionate and qualified population of students, faculty and administrators regarding your prospective volunteer opportunities. It is our hope that the information contained within will help us educate you, our higher education community of 12,000 strong about the vast volunteer opportunities that are available in our local, national and international communities. Contained within you will find a link to Volunteer Match.org, a searchable database listing of many volunteer opportunities as well as forms that should be filled out in support of engaging in such learning experiences.

**Let us help you make lasting collaborations and meet your Volunteer needs.  
At QCC, we excite...we ignite...we open new vistas of opportunity.**

Enclosed please find forms for Local/State/National/International volunteer opportunities offered through Quinsigamond Community College departments, and/or individual faculty and for use by students participating in non Quinsigamond Community College sponsored study abroad for which academic credit by Quinsigamond Community College will be sought. For Quinsigamond Community College sponsored volunteer opportunity programs, the following forms are provided as part of the orientation for students who have been accepted for a program. *Substantive changes to the provisions describing student rights and responsibilities or legal liability are not permitted without authorization of the Quinsigamond Community College Student Affairs Office.*

### **Goals**

Volunteer opportunities at Quinsigamond Community College are considered an experiential approach to teaching and learning that intentionally combines meaningful community or public service with an academic application, development of civic responsibility and personal growth. They are mutually beneficial.

Since each volunteer opportunity experience is different, these guidelines are not intended to be all-encompassing. *The intent of these guidelines is not to prohibit volunteer learning experiences, but rather, to provide best practices that allow for safe and positive service environments where the risk and liability have been minimized.*

The risk management policy has been created to ensure the protection of everyone involved in volunteer opportunity activities. The policy applies to any risk that may be encountered in day-to-day operations of the program or project, including employee, volunteer, and client safety, privacy and discrimination. Establishing these protections enhances the efficient operation of our program,

enabling us to work toward our program goals.

- ✓ Participants should be aware of their volunteer opportunities, the nature of their volunteer opportunities placements, the specific goals of their volunteer opportunities, and the risks that are associated with the type of volunteer opportunities in which they will be involved.
- ✓ All participants, coordinators/supervisors should be thoroughly trained and oriented before beginning volunteer opportunities.
- ✓ All Volunteer Opportunity students should be properly supervised on-site.

## **2. INSTRUCTIONS**

**Please complete all word-fillable fields before printing.**

- ✓ **Be as accurate as you can be when filling out each of the necessary fields (e.g. List proper name of Volunteer Program, dates, name of country to visit, Coordinator's name etc.) Please check with the Program Coordinator offering the program.)**
- ✓ If you intend to participate in a volunteer program being offered by an outside entity (e.g. another college or university) make sure you clearly note the proper name of that institution, where indicated.
- ✓ **If you are under the age of 18 when applying for a Quinsigamond Community College Local/State/National/International Volunteer Opportunity Program make sure that you have ALL parents/legal guardians sign the necessary forms.**
- ✓ After initialing each page and signing all necessary forms, return the originals to the appropriate Quinsigamond Community College Program Coordinator responsible for administering your Local/State/National/International Volunteer Opportunity Program. Retain a copy for your records.
- ✓ **All potential student participants will be given ample opportunity to review these documents with family and/or legal counsel before signing. Students should be informed about how to access or be provided with copies of policies and procedures referenced in this document.**

## **3. Relevant Quinsigamond Community College Policies and Procedures**

- ✓ ALL QUINSIGAMOND COMMUNITY COLLEGE supported Volunteer Opportunity Programs must be authorized by the Dean of Students.
- ✓ The acceptance of ALL individuals applying for Quinsigamond Community College supported individual volunteer placements must first be approved by the noted Program Coordinator and then authorized by the Dean of Student Affairs.

### **Student Harassment/Violence Policies**

It is the goal of Quinsigamond Community College to promote an educational environment and workplace that is free of sexual harassment. Students may reference the harassment and violence policy statements found in the Student Handbook 2013-2014.

### **Criminal Offender Record Information (CORI) & Sex Offender Registry Information (SORI) information introduction**

Many consumers of services in Volunteer Opportunity Sites are particularly vulnerable. Some agencies conduct a very in-depth screening of potential volunteers to assure the highest quality of care and minimize placing the consumers at additional risk. One procedure used to accomplish this

goal is a CORI check. All volunteer participants may be required to submit to a CORI check as a condition of engaging in a volunteer opportunity.

### **Disability Accommodations**

Inform the Office of Disability Services of your disability and possible accommodation needs as soon as possible. It is important to let them know early in the process in order for them to best advise you. Some accommodations need advance preparation. Even if you are not sure that you will use the accommodation it is still important to make potential needs known so that a plan is in place should an unexpected problem arise. Please be aware that volunteer opportunities outside of Quinsigamond Community College at some local, state and foreign entities may not be able to support every request for accommodations.

### **Worker's Compensation Coverage**

Employees of the college are covered by worker's compensation coverage when representing the college while engaged in volunteer opportunities.

### **Vehicle Insurance:**

Quinsigamond Community College does not have university vehicles, and therefore students are responsible for their own transportation to and from volunteer opportunities sites.

### **Use of a personal vehicle**

Quinsigamond Community College is not responsible for damages or liability resulting from the driver's actions while driving. Please refer to the Acknowledgement of Risk and Consent Form.

### **Use of rental vehicle**

Quinsigamond Community College's insurance does extend to cover rental vehicles which have been rented through a rental car company and are being driven by authorized drivers.

### **Trip Itinerary Submission**

An itinerary is to be submitted for all trips outside of the Worcester metro area. The itinerary should be submitted to the Dean of Student Affairs. Itinerary information should include but is not limited to:

- Program Coordinator's name and contact phone number (cell phone)
- Dates of trips
- Anticipated times (arrival, departure, key activities)
- Housing arrangement information including address and phone
- Nearest hospital or medical center including address and phone number

## **4. Safety Reporting Procedures**

The following forms may be used to provide information in the event of an incident:

- Quinsigamond Community College Local/State/National/International Volunteer Opportunity Program First Report of Injury/Illness or Exposure Form-see Appendix
- Quinsigamond Community College Local/State/National/International Volunteer Opportunity Program Incident Report-see Appendix (Quinsigamond Community College Campus Police are looking into what existing forms might be appropriate or tweaked for this purpose.)

\*Please complete each form within 24 hours of an injury/illness/exposure or incident and return to Student Affairs or Quinsigamond Community College Campus Police. Contact Information for both is listed on the noted forms.

## **5. Emergency Contact Information**

In the event of an incident or emergency which occurs while involved with a volunteer opportunity activity, coordinators, supervisors and students are encouraged to initially make contact with the Quinsigamond Community College Dean of Student Affairs at 508-854-4294-(phone) or 508-854-

4357 (fax). If there is no response then immediate contact should be made to Quinsigamond Community College Campus Police at 508-854-4444.