

Associated Students of the University of Washington || Volunteer Policy

SECTION 1 | Purpose & Scope

1. The purpose of the ASUW Volunteer Policy is to provide volunteers and employees with a consistent set of guidelines, policies, protocols, and overarching principles for activity surrounding volunteers directly conducted or otherwise authorized by the Associated Students of the University of Washington and their appointed agents.
 - a. In any situation of conflict between the ASUW Volunteer Policy, the ASUW BOD Bylaws, and the ASUW Constitution, the ASUW BOD Bylaws and the ASUW Constitution supersedes the authority of this ASUW Volunteer Policy.
2. These guidelines, policies, protocols, and overarching principles governing volunteer activity in the ASUW shall abide by University, State, and Federal Policies.
 - a. The ASUW Volunteer Policy may be amended without warning or due democratic process by the Board of Directors to meet necessary legal compliance.

SECTION 2 | Definitions

1. Board of Directors: The official executive decision-making body of the ASUW with 8 elected officers, one Senate representative, one GPSS representative, the Personnel Director, the Finance and Budget Director and the Communications Director.
2. GPSS: Graduate and Professional Student Senate.
3. BOD Member: Any individual of the above Board of Directors.
4. Vice President: The Vice President is the Board of Directors member charged with overseeing internal operations within the ASUW. When working with volunteers the Director of the Office of Outreach and Involvement should take every step possible to coordinate with the Vice President.
5. Office of Outreach and Involvement (OOI): The Office of Outreach and Involvement is an ASUW entity charged with overseeing all programs, policies, and procedures regarding volunteers with the goal of fostering a positive experience for all ASUW volunteers.
6. Volunteer: Any unpaid worker of the ASUW that has registered as an ASUW Volunteer on the OOI website and undergone an official ASUW volunteer training by the Office of Outreach and Involvement.
 - a. Volunteers may only begin their duties after registering with OOI and completing the volunteer training (unless explicit, written permission given by the Director of OOI).
 - b. More specific titles of volunteers are outlined in Section 4 of the Volunteer Policy.

7. SAO: The Student Activities Office, who serves as the institutional oversight and primary fiduciary agents of the ASUW Board of Directors and the ASUW Entities.
8. ASUW Entity or sub-unit: An ASUW Commission, Office, Program, Enterprise, committee, or other on-going working group officially recognized by the ASUW Board of Directors by means of a BOD Bill. This specifically excludes Registered Student Organizations or any other student-run university unit that is not under the direct management of the ASUW Board of Directors. When referred to as an operating unit, it is assumed that the responsibilities for compliance fall on the appointed Director of the Entity.
9. Director/ Manager: The final manager of an ASUW Entity responsible for all operations and personnel for a given ASUW Entity.
10. Open Selection Process: The Open Selection Process outlines expectations that uphold equal access to volunteer opportunities within the ASUW, which include procedures and strategies used in outreach, application review, and interviewing during a volunteer selection process.
11. Volunteer Training: An ASUW Volunteer Training is a mandatory meeting for all new volunteers to the Association hosted by the Office of Outreach and Involvement. Things such as volunteer rights, the Disciplinary Appeals Process, and diversity and safety in the ASUW are examples of topics covered during the training.

SECTION 3 | Amendments & Review

1. Amendments
 - a. All additions, deletions, or modifications to the ASUW Volunteer Policy must be presented to, and approved by a majority vote of the Board of Directors.
2. Review
 - a. The ASUW Vice President and Office of Outreach and Involvement Director shall ensure that the ASUW Volunteer Policy is reviewed, updated and amended on a consistent basis, occurring at least once every two academic years.

SECTION 4 | Volunteer Positions

1. The ASUW shall use specific titles to refer to volunteer positions to ensure consistency across the association, and to make it clear what opportunities are available to students who wish to volunteer with the ASUW. The titles of volunteer positions are as follows:
 - a. **General volunteer:** Any student who gives time to volunteer with the ASUW, but does not have an official role with an ASUW entity.
 - i. Shall be selected and appointed according to the Open Selection process (Section 6) and Article 6 of the ASUW Bylaws
 - b. **Intern:** A volunteer with a written internship description that has been reviewed and approved by the Office of Outreach and Involvement. **Each**

entity is allowed a maximum of 4 interns. Additional positions must be proposed to the Office of Outreach and Involvement, which will provide a decision in consultation with the Vice President, Board Liaison, and Personnel Director.

- i. **An intern must be appointed by Fall Quarter** (unless otherwise approved by OOI), maintain this role for at least **two** quarters, and complete at least **three** hours of volunteer work for the entity each week (with a **maximum of 5 hours per week**).
 1. The employee responsible for overseeing each intern shall ensure that each intern is meeting their hour requirement
 2. An entity can have no more than three interns at a time unless given **prior, explicitly written** permission by OOI
 3. All interns should be signed up on Slack to promote clear communication within entities by their respective ASUW employee via the ASUW Communications Toolbox
 4. Shall be selected and appointed according to the **Open Selection process (Section 6) and Article 6 of the ASUW Bylaws**.
 5. There shall be no interns that are responsible for designing ASUW promotional material that should otherwise be managed by the Office of Communication.
 6. **No interns may act as proxy (voting or non-voting) for any ASUW employee.**
 - a. All interns attending a meeting in an employee's job description must be accompanied by said employee.
 - c. **Committee Member:** Any volunteer who sits on an internal ASUW Committee or acts as an ASUW representative on an external committee or University council
 - i. Board of Director proxies to internal or external committees or councils shall be included in this definition.
 - ii. Shall be selected and appointed according to the Open Selection process (Section 6) and Article 6 of the ASUW Bylaws
 - d. **Senator:** As defined and appointed by the ASUW Senate Bylaws
 - e. Other specialized titles can be used for volunteer positions if approved by OOI.
 - i. Example: Rainy Dawg Radio DJ, UW Leaders mentor, etc.
 - ii. These titles will be used and recorded in the Volunteer Database to form consistent and clear records to ensure OOI is capable of accurately responding to future inquiries about a student's volunteer involvement.
2. **No ASUW volunteer may complete any task listed in an ASUW employee's job description**, including the job description of an employee from an entity other than the one they are volunteering for.

- a. However, volunteers may assist employees with tasks related to their positions as a way to gain professional experience. Clarification regarding permissible tasks is provided by the Office of Outreach and Involvement.

SECTION 5 | Recruitment

1. The ASUW will conduct a thorough and informative marketing campaign for ASUW volunteer positions, making a concerted effort to inform UW students of opportunities within the ASUW. This effort will also be extended to achieve a volunteer pool that is representative of the diversity of the campus community.
2. Volunteer-focused outreach will be conducted by the Director of the Office of Outreach and Involvement in coordination with the Office of Communication, the Director of Diversity Efforts, the Director of Community Relations and the Vice President. These methods should include:
 - a. Printed advertisements (*Daily* advertisements, posters, yard signs, flyers, etc.)
 - b. Targeted memorandums to UW departments, colleges, majors and related student organizations
 - c. Online postings through the ASUW website, ASUW affiliated social media pages.
 - d. Active recruitment of minority and underrepresented groups, working closely with the ASUW Diversity Commissions, registered student organizations, etc.
 - e. ASUW 101 Sessions, or information sessions throughout the academic year
 - f. Participation in ASUW Open House Events hosted by OOI
 - g. Tabling at First Year Program events, including Dawg Daze and Admitted Student Previews
3. All ASUW employees are responsible for recruiting volunteers for their entities, programs, and position openings, which includes all items listed above.
 - a. OOI will assist entities with recruitment upon specific request.
 - b. All publicity for ASUW volunteer opportunities shall include the ASUW logo, following in accordance with policies set by the ASUW Communication Policy.
4. Any public promotion or publicity for a position should begin at least two weeks before the deadline for applications.

SECTION 6 | Selection & Appointment Protocol/The Open Selection Process

1. The ASUW requires that each entity, sub-unit, and BOD member of the Association adhere to the **Open Selection Process**, allowing any UW student an equal opportunity to hold a position based on presented skill, an attitude for collaboration, and stated interests through their application, and interview where applicable.

2. The Application Process

a. The Office of Outreach and Involvement is required to be used by employees to facilitate the application and selection process for all volunteers and interns unless granted an **explicitly written exemption** by the OOI Director.

- i. In order to be eligible to have interns/volunteers, the employees of the entity must pass a **written examination hosted by the OOI Director and OOI Assistant Director** after a presentation on the ASUW Volunteer Policy, which may occur during Autumn Employee Orientation.
 1. Upon passing the written examination, entities may create a volunteer and/or intern application.
 - a. All employees shall create their own applications, but must share these applications with OOI through the Volunteer Request form for approval.
 2. Entities shall select which candidate(s) they wish to interview and report such selection(s) to the OOI who shall contact the candidate(s) to schedule interviews.
 3. After interviewing candidates through the Open Selection Process, employees must relay preferred candidate selection(s) to OOI.
 4. **OOI shall notify and confirm with the candidate(s) their selection and shall be responsible for conducting appropriate on-boarding protocols and procedures with the chosen candidate(s).**
 5. Upon completion of on-boarding of the chosen candidate(s), OOI shall notify the entity who may, at that time, take in the candidate(s) as their intern(s).

b. Best Practices

- i. Applications must be easily accessible for all students, on the Office of Outreach and Involvement website.
- ii. The applicant must remain open for a **minimum of two weeks** prior to the deadline.
- iii. It is required that a position remain open until there are **at least two applicants for comparison**.
 1. Thus, once the application is open for two weeks AND has at least two applicants, the application may be closed.
- iv. In order to maintain the professional reputation and integrity of the Association, employees are required to follow-up with all applicants in a timely manner.
 1. Employees must give a date on which applicants will be notified of appointment or rejection from a volunteer position. This date is ideally no more than 2 weeks after the application deadline and if applicable, the interview date.

3. All ASUW Employees are **required** to utilize the Freelance Volunteer Form for Non-Selective Volunteer Opportunities.
 - a. A **non-selective volunteer opportunity** is defined as any one-time opportunity in which the volunteer has a set of duties that spans no more than a 24 hour period.
 - i. Examples include: assisting in setting up an event venue, checking in students and visitors to an event, etc.
 - b. Rolling applications will not be permitted in volunteer selection in the ASUW.

4. Consequences for violating ASUW Volunteer Selection and Appointment Protocols are as follows:

- a. For infractions that occur before an individual is appointed to a volunteer position, employees will be given one warning from the Office of Outreach and Involvement. The employee with the infraction is required to meet with the OOI Director to discuss the violation of Selection and Appointment Protocol and how to move forward in the selection process in question.
 - i. For infractions that result in the appointment of an individual outside of volunteer policy OR for any infraction after an employee's first warning (mentioned in Part a) the employee in question will forfeit their selection rights to their BOD liaison for the appointment of the position in question. If the Board Member cannot complete the selection process, the Office of Outreach and Involvement will take over.
 - ii. If any employees have multiple infractions stated in Part b, they will forfeit their selection rights for the remainder of the academic year. The employees with the infractions will have to meet with the Personnel Director.
 - iii. Any volunteer appointed outside of the Volunteer Selection and Appointment Protocol will be dismissed by the Office of Outreach and Involvement, but will still be allowed to re-apply for the position in the same selection cycle.
- b. In order to maintain equal access to volunteer opportunities within the Association, the Office of Outreach and Involvement reserves the right to intervene in an application process at any time in response to violations of Volunteer Policy.

5. Reopening an Application

- a. All employees are required to fill out a short form submitted to the Office of Outreach and Involvement Director in order to re-open an application that has been closed.
 - i. If the reopening request is declined, employees will be given a written statement explaining the decision.

6. The Office of Outreach and Involvement reserves the right to refuse volunteer requests from any and all organizations or groups outside of the ASUW.

- a. Volunteer opportunities outside of the ASUW will not be advertised or passed

- on through any official ASUW channels under any circumstances.
7. Entity Directors should keep record of contact information for all volunteers appointed/selected.
 8. Once selected all volunteers are required to register as a volunteer on OOI's website through the Volunteer Registration Form.
 - a. This information will be organized and stored by the Office of Outreach and Involvement Director
 - b. Relevant statistics from this information will be shared at the end of the academic year with the Board of Directors
 - c. It is the responsibility of the ASUW employee bringing on the volunteer to ensure notification and completion of this task.

SECTION 7 | Complaints & Disciplinary Policy

1. Any accusations made about an employee's treatment of a volunteer must be noted, and investigated by the Personnel Director, if deemed necessary.
 - a. Complaints and concerns about an ASUW employee may be submitted from an external or internal source to the ASUW Personnel Director. This can be verbally, or in writing. The ASUW Personnel Director must conduct a formal investigation if a signed letter/memorandum with listed incidences, dates, parties involved, and any suggested course of action is presented.
 - b. More information on employee disciplinary policy can be found in the **ASUW Personnel Policy**.
 - c. Any complaints about the performance of a volunteer will be handled through either the entity or sub-unit director or the Vice President, with consultation from the Personnel Director where necessary.
 - d. The Vice President and entity or sub-unit director shall determine appropriate follow-up actions which may include termination of volunteer or intern position.

SECTION 8 | Disciplinary Appeals Process

In the event that a volunteer finds the volunteer complaint process unfair, the following appeals procedure may be followed:

1. Outline, by memorandum, the reason for appeal and distribution to the appropriate Student Activities Office Adviser, Vice President and the ASUW President.
2. The ASUW President or Vice President will notify the volunteer, at least two days prior to the Board of Directors meeting, to be present at that meeting at which the appeal will be discussed. The volunteer may state their reason for appeal at that meeting.
3. The Board of Directors will make the final decision, after which the ASUW President will write a letter to the employee stating the decision.

SECTION 9 | Sexual Harassment Policy

The ASUW complies with the University of Washington policy on Sexual Harassment:

Sex discrimination in the form of sexual harassment, defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for their refusal, or as the creation by a member of the University community of an intimidating, hostile, or offensive working or educational environment through verbal or physical conduct of sexual nature, shall be a violation of the University's human rights policy.

In the event of any violations to the policy stated above the ASUW President, Vice President, Personnel Director and the UW Human Rights Office shall be notified.

SECTION 10 | Guidelines for Employees

All ASUW employees strive to provide their volunteers with valuable experiences that will promote both personal and professional growth. In order to create a productive environment, ASUW employees are advised to adhere to the following guidelines:

1. Have clear communication about expectations of the entity, including the responsibilities of both the employee(s) and volunteer(s)
 - a. Employees should present all volunteers with the opportunity for at least 1 one-on-one check-in meeting to get feedback about their experiences and contributions to the entity
 - i. Employees are recommended to create specific appointments through a scheduling platform (Doodle, When2Meet, etc) to make the availability and purpose of the meeting explicit and accessible
 - ii. It is encouraged to have as clear and transparent communication as possible regarding programs and general functionality of the entity
 - b. Promote personal and professional development with training/skill workshops.
 - i. Tailor workshops to the purpose and job description of the volunteer (ie. if you have a marketing intern, make the workshops oriented around product branding, outreach, etc.)
 1. Other examples: How to Interview in the ASUW and Beyond, Public Speaking, Communication Styles, Event Programming
 - c. Create a sense of community within the entity and the ASUW as a whole
 - i. Be friendly and encouraging of group bonding outside of working times
 - ii. Encourage volunteers to attend all Volunteer-based programs such as Volunteer Trainings (mandatory to attend one training annually), ASUW Volunteer Day, etc.

- iii. Introduce volunteers to other ASUW employees to expand their network and comfort in the office environment
- iv. Introduce yourself to volunteers whom you do not know
- v. Create an inclusive and accommodating environment to ensure that all students have equal opportunities to get involved
- d. Follow the Open Selection Process (refer to **Section 6**)
- e. Consider alternate meeting times and platforms to accommodate volunteers with scheduling conflicts
- f. Provide information about disability accommodations and make spaces as accessible as possible to students
- g. Meet with the Office of Outreach and Involvement Director to develop better outreach and retention strategies
 - i. We also encourage entity Directors/Chairs to collaborate with Board of Directors Members to improve access to the ASUW
- h. Emphasize opportunities for advancement in leadership skills and opportunities.
 - i. Be transparent about ASUW employment and advancement opportunities
- i. Include a detailed Volunteer Conduct section in your transition documents.
 - i. This section should include:
 1. feedback from volunteers,
 2. complete job descriptions or expectations of all volunteers, and
 3. a critical reflection on the relational dynamics between yourself and your volunteers.