



# Guide to Use of Volunteers Questionnaire

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Shoreline Community College welcomes volunteers to assist with on-campus activities in support of our students and programs. Volunteers are individuals such as students, unpaid interns, retirees, and/or members of the community who directly contribute their time and labor in areas such as event coordination, ushering/cashiering for events, acting in or assisting with musical/theatrical productions, and other academic program support activities.

Rules as found in Fair Labor Standards Act (FLSA), Section 3(e), 29 U.S.C. § 203(e)(4)(A), and 29 C.F.R. § 553.103(a) provide that individuals performing volunteer services for units of State and local governments will not be regarded as “employees” under the FLSA when: (a) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee, and (b) the individual is otherwise not employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

### Questionnaire:

Please provide your responses to the following questions to assist the Human Resources Office in determining whether services you wish to have performed by a volunteer are appropriate based on the rules cited above.

### 1. Is the individual currently employed by and receiving payment for work performed at Shoreline Community College?

YES NO

#### If YES, please complete the following:

Hourly employee

Position title: \_\_\_\_\_

Home department: \_\_\_\_\_

Brief description of work activities: \_\_\_\_\_

\_\_\_\_\_

Classified employee

Position title: \_\_\_\_\_

Home department: \_\_\_\_\_

Faculty employee: full-time part-time

Discipline/program area: \_\_\_\_\_

Home department: \_\_\_\_\_

Administrative/exempt employee

Position title: \_\_\_\_\_

Home department: \_\_\_\_\_

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**2. Is the individual a student?**

YES NO

**If YES, please complete the following:**

Enrolled/attending classes at Shoreline Community College  
requesting volunteer hours to fulfill academic program requirements\*  
requesting volunteer hours to gain experience in academic program area

Attending high school  
requesting volunteer hours to complete a Community Service assignment\*  
requesting volunteer hours as part of Independent Study credits\*

\* Requires official documentation from a College/court/school official submitted to Human Resources supporting your department's request for volunteer hours and a parent/guardian signature on Volunteer Registration Form for students under age 18.

**3. Is the individual being sponsored/supported by an outside agency (e.g. Department of Vocational Rehabilitation, etc.)?**

YES NO

**If YES, please list agency name and provide documentation to Human Resources from sponsoring agency official**

\_\_\_\_\_

**4. Briefly describe the activities/tasks you anticipate being performed by the volunteer you are requesting to work in your department. (This information may be submitted on a separate sheet)**

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Requestor's Signature (Print Name) Date

Human Resources Approval Date