

## Pre-Approved Volunteer Placements at UMHS

All volunteers in the health system are processed through the Volunteer Services department at UMHS.

**Definition of Volunteer:** Any person 16 years of age or older who donates services without receiving monetary compensation or academic credit within the University of Michigan Health System and its programs. ([SPG-UMHHC Policy 01-05-001](#))

Applications for prospective volunteers who are Pre-Approved by a department, unit, lab, clinic, research area, or placement supervisor must be submitted to Volunteer Services for processing before the applicant can begin his/her volunteer service.

Typically prospective volunteers contact a research lab, or volunteer positions are posted, and the applicant is pre-screened by the supervisor and accepted as a volunteer. Volunteer Services does not recruit for, nor determine the appropriateness of, the volunteer for the position.

### **Volunteer Services provides the following services to register the Pre-Approved volunteer with UMHS:**

- Schedules appointment to complete all required documentation
- Registers volunteer in the UMHS system
- Issues UMHS volunteer ID badge
- Issues volunteer uniform (if applicable)
- Coordinates health screening with Occupational Health Services
- Obtains signed Code of Conduct Attestation (HIPAA) form
- Conducts criminal background records checks
- Confirms eligibility of applicants with visas with Immigration Compliance department
- Provides orientation to UMHS
- Documents volunteer schedule and hours served as provided by volunteer
- Updates volunteer information and certifications annually

### **IMPORTANT PARAMETERS:**

1. Supervisor supplies volunteer with placement information for the application (See Instructions)
2. Volunteer completes the application and submits it to Volunteer Services.
3. Applications must be resubmitted if applicants do not respond to Volunteer Services within 90 days.
4. The duration of the volunteer assignment must be a minimum of 1 month, and must be renewed 30 days prior to the completion of 1 year.
5. Volunteers must be a minimum of 16 years of age or older.
6. A Time Sheet must be submitted to Volunteer Services once a month with date, time in, and time out.
7. Volunteers working in a lab must complete OSEH training (coordinated by the placement).
8. Volunteers in the U.S. on a visa must be approved for volunteering by the Immigration Compliance department. For more information regarding your applicant's eligibility to volunteer if in the U.S. on a visa, click here: [VISA INFORMATION](#)
9. Click here to view the [Pre-Approved Online Application Instructions](#).
10. Click here to access the online application:

[PRE-APPROVED VOLUNTEER APPLICATION](#)