

UNM Psychology Department Volunteer Program

Purpose

The purpose of this document is to identify departmental process for the use of volunteers in a psychology research lab.

Guideline

This guideline applies to personnel in the Department of Psychology requesting the use of volunteers in the Department of Psychology.

Definitions

A volunteer is any person who wishes to participate in a research project, activity, or event for the Department of Psychology in an unpaid status under the guidance of a supervisor or sponsor (Faculty member in the Department of Psychology). Volunteers can be UNM students, high school students, alumni, donors, members of the community, visitors to New Mexico, educators, retirees, and/or any others not listed. Volunteers are usually of short-term duration, however, may be allowed to participate in long range projects agreed between the volunteer and the supervisor with Department Chair approval.

Controls/Required Items

- Prerequisites: for the volunteers are set by the Faculty/Mentor with whom the person is volunteering.
- Volunteer Sponsors/Faculty members (or designate) are required to submit a [Psychology Volunteer Form](#) to indicate that they are sponsoring a volunteer, confirm dates of appointment, and what provisions they need for their appointment. NOTE: volunteers are not authorized for department keys, only prox card access and Learning Central access is only good for 180 days. It is the responsibility of the Mentor/Sponsor to resubmit a [Psychology Volunteer Form](#) to extend a volunteer or reactivate Learning Central as needed.
- Volunteers are required to submit volunteer forms:
 - [Department of Psychology demographic form](#) will be kept on file in the department and the information will be input to the department database.
 - The [Assumption of Risk and Consent form](#) will ensure that each volunteer is covered for up to one year with accident insurance. Volunteers will be asked to provide their date of birth to obtain volunteer insurance via the Office of Safety and Risk Services. Volunteers under the age of 18 who are not emancipated must have a parent or legal guardian sign the Assumption of Risk and Consent form giving permission for the volunteer to work.
- The Department of Psychology Fiscal Staff will purchase volunteer insurance for one year. The insurance will be requested no later than 48 hours upon return of the form. The

Faculty sponsor will be responsible for paying the volunteer insurance by providing a Banner index code; alternatively those supervisors lacking funds can make a request to the Chair of the Department to cover the cost of the volunteer insurance.

- **PLEASE NOTE:** Volunteers are not allowed to begin work in any voluntary capacity until the Assumption of Risk and Consent form has been completed and the volunteer insurance has been purchased. Volunteers will be assigned duties by their Mentor/Sponsor; the volunteer's activities are not the direct responsibility of the Department staff.

Responsibilities

- The Faculty/Mentor is responsible to offer as safe a volunteer environment, understanding that there are few controls once outside the direct confines of the buildings and classrooms of the Psychology Department.
- The Faculty/Mentor is responsible for due diligence to ensure that safety precautions are adhered to in the laboratory.
- Psychology department staff are responsible for processing volunteer forms, volunteer insurance, Department Key/Prox cards as needed, and will keep any medical information on the Assumption of Risk form confidential and in a secure location.

Volunteer Forms

- [Volunteer Information Form](#) (to be submitted by person requesting volunteer)
- [Assumption of Risk and Consent Form](#) (to be submitted by the volunteer)
- [Department Employee Demographic Form \(EDF\)](#) (to be submitted by the volunteer)