

UNM Psychology Department Volunteer Procedures

Purpose

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

Guideline

This guideline applies to employees and individuals associated with the Department of Psychology who are 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

Volunteers are required to submit a volunteer package to our Main Office staff. Volunteer demographic information will be kept on file in the department and 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 will purchase volunteer insurance for one year. The insurance will be requested no later than 48 hours upon return of the form. The supervisor is 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. It is the responsibility of the supervisor and volunteer to re-register when a term is extended, or will last longer than one year, in order to renew insurance. Volunteers will need to continue to register for each year thereafter.

No volunteer will be allowed to begin work in any voluntary capacity until the Assumption of Risk and Consent form has been completed and returned to the Main Office and the volunteer insurance has been purchased. Volunteers will be assigned duties by their supervisor; the volunteer's activities are not the direct responsibility of the Department staff.

Responsibilities

- The Supervisor is responsible to offer as safe a volunteer environment as possible, understanding that there are few controls once outside the direct confines of the buildings and classrooms of the Psychology Department.
- The Supervisor 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, and will keep any medical information on the Assumption of Risk form confidential and in a secure location.

Prerequisites and Required Items

There are no prerequisites for the volunteers other than those required by the supervisor with whom the person is volunteering. The only required items are: (1) registration with the main office as an official volunteer (submission of required forms) and (2) a request made by the Department of Psychology on the behalf of the volunteer to Safety and Risk Management Services for volunteer insurance.

Volunteer Forms

- [Volunteers SOP](#)
- [Assumption of Risk and Consent Form](#)
- [Department Employee Demographic Form \(EDF\)](#)
- [Volunteer Information Form](#)
- Staff Affiliate Data Entry Request form (obtain from psychology office)

The department will submit the approved UNM-Staff affiliate-data-entry-request-form