

UNM Psychology Department Volunteer/499-Student Program

Purpose

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

Guideline

This guideline applies to individuals associated with the Department of Psychology requesting the use of volunteers in their research labs.

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 must submit an Assumption of Risk and Consent form to ensure that liability accident insurance is paid and processed during a volunteer's appointment. Volunteers will be asked to provide their date of birth ([Volunteer/499-student Assumption of Risk & Demographic Form](#)) 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 the volunteer insurance for **one year no later than 48 hours upon receipt** of the [Volunteer/499-student Assumption of Risk & Demographic Form](#) from the volunteer, and, prior to the volunteer start date. Faculty mentors are responsible for paying this 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. Volunteers are not 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.

It is the responsibility of the supervisor (Faculty Mentor) to provide a safe 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 Faculty Mentor will also offer due diligence to ensure that safety precautions are adhered to in the laboratory and proper training is provided. Accidents must be reported promptly. Volunteers will be assigned duties by their supervisor; the volunteers' activities are not the direct responsibility of the Department staff.

Responsibilities

- The Supervisor (Faculty Mentor) is responsible for:
 - Ensuring all volunteer forms are submitted and on file in the department prior to a volunteer's start date. The forms are listed below:
 - [Volunteer/499-Student Request form](#) (completed by faculty mentor or Supervisor)
 - [Volunteer/499-student Assumption of Risk & Demographic form](#) (completed by the student)
 - 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.
 - Due diligence to ensure that safety precautions are adhered to in the laboratory.
 - Reporting accidents promptly
 - Provide all safety training to the volunteer
 - Promptly submit new forms when appointments are extended.
- Psychology department staff are responsible for:
 - Provisioning of volunteers: Learning Central, prox card provisioning if necessary, payment of volunteer liability insurance
 - Keeping volunteer records, to include medical information listed on the [Volunteer/499-student Assumption of Risk & Demographic form](#), confidential and in a secure location.

Prerequisites and Required Items

Prerequisites for the volunteers are established by the faculty mentors according to the research projects being conducted.

Required Volunteer Forms

- [Volunteer/499-Student Request form](#) submitted by [the](#) person requesting [a](#) volunteer ([not the volunteer](#))
- [Volunteer/499-student Assumption of Risk & Demographic form](#) (needed for liability insurance, and will ask for the volunteer's demographic information/emergency contact)
- [Department Volunteer 499-student Prox Card Authorization Form](#) for prox card access into the building and other secured areas. (Department form processed by Admin Assistant/Coordinator)
- UNM Affiliate Data Entry Request form & Affiliate Demographic form if applicable (non-UNM volunteers, access to Learning Central-processed by Psychology Dept DA and submitted to UNM HR)

- This is where the volunteer/499-student can start the process: [Affiliate Request Form](#)
- Volunteer Insurance Form (processed by psychology fiscal staff and submitted to UNM Risk Services)