

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Registration of Volunteer Workers

**EFFECTIVE DATE:** July 1, 2000

In accordance with State Regulations all volunteers working at Southwest Tennessee Community College must have on file in the Office of Human Resources an executed statement of agreement signed by the volunteer and the college president (see attached form). Department heads utilizing the services of volunteers must require the agreement be signed by the volunteer and approved by the appropriate dean prior to the volunteer engaging in campus work. Upon receipt of the approved agreement, the Office of Human Resources will register the Claims Commission of the State of Tennessee. Department heads are to notify the Office of Human Resources upon termination of volunteer personnel.

**Transition Team VII**  
**Source of Policy:** Human Resources

**Related Policy:** N/A

**Approved:** \_\_\_\_\_  
**President**

**Responsible Vice President for Business,**  
**Administrator:** Finance & Info Systems

**TBR Policy Reference:** N/A

**TBR Guideline Reference:** N/A

**Date:** July 1, 2000