**Oregon State University Retirement Association**

**Guidelines for Requests for Volunteers**

The Oregon State University (OSURA) gets many requests to supply volunteers for various University activities and events. The following guidelines have been developed to facilitate the best use of OSURA Volunteers and provide a successful and positive experience for those requesting volunteers.

1. Requests for volunteers should be made through the OSURA Volunteer Coordinator, Kathy Motley at kathymotley@comcast.net at least three weeks in advance of the event, activity or program.

2. Requests are subject to approval from the OSURA Board of Directors.

3. Requests for volunteers must be from a representative of an OSU college, department, agency, program or office.

4. Requests should be in writing, be as specific as possible and should include the following (hint – the more upbeat and positive the request the more likely volunteers are to respond to it):

a. Date, time, place, location and nature of the volunteer activity.

b. How many volunteers are being requested and the length of each volunteers “shift”. Generally, shifts for each volunteer should not be more than two, to two and one-half hours.

c. Where, when and to whom should volunteers report.

d. Special circumstances should be included in the request such as required dress, periods of prolonged standing, access to rest rooms, etc.

e. OSU Liability Release Forms are the responsibility of the requesting agency

5. Are provisions for volunteer parking made if so where? If not, please describe the nearest available parking should be described.

6. OSURA will inform its members of volunteer opportunities by email no more than once each week, although more than one request can be included in each email. In no case will the list of OSURA emails and/or addresses be made available directly to the requesting agency for direct contact.

7. Requests for OSURA volunteers to serve as subjects for research projects must involve research which has been approved by the University Committee on Human Subjects.

8. Though retiree volunteers do not need any special treatment our experience shows that they are more likely to continue to volunteer for programs, events and activities that are fairly well organized and begin on, or nearly on, time. Asking volunteers to be at an event at a specified time and having them stand around for thirty to forty minutes before the event gets underway is not conducive to having them volunteer again.