



General Terms, Conditions and Prohibitions for University Volunteers

The General Terms & Conditions and Prohibitions for volunteers must be signed by the host/supervisor and volunteers (or their parent or legal guardian if under 18 years of age) with the signed document retained by the host's department or unit.

General Terms for all Volunteers

- To serve as a volunteer, an individual must be under the guidance of a university employee (the host).
- Services of the volunteer must not be engaged if not permitted by immigration law. Volunteer is subject to restricted and debarred party screening.
- Volunteers are expected to abide by all applicable University policies and procedures, posted notices and regulations, any confidentiality and non-disclosure requirements applicable to the information to which they have access (which may require the signing of a confidentiality agreement), as well as any external regulations governing their actions.
- It is the host's responsibility to determine additional training that may be required for the volunteer to participate in their university activities or research.
- All required training must be completed prior to participation in laboratory research or other research activities.
- Volunteers are not considered employees of the University, nor are they covered by the Fair Labor Standards Act or other employment laws through the University. Volunteers are not eligible for wages, employee benefits, workers' compensation, or unemployment benefits.
- A volunteer serves at the discretion of the University. The University may discontinue the service of a volunteer for any reason, at any time, without prior notice or cause.

Prohibitions Include:

- Performing any activity which would be considered inappropriate for a university employee. Volunteers should not engage in any conduct others may find disturbing or unsuitable, which causes noise, disruption, or disturbs the quiet enjoyment of others on campus whether in offices, classrooms, or in open spaces, or which makes any person on campus uncomfortable.
- Representing to anyone or to any entity that the volunteer is employed by or acting on behalf of the University in any official capacity.
- Engaging in any activity which is prohibited by the policies of the University of Toledo
- Engaging in any conduct, activities, or behavior which would bring the University into disrepute
- A volunteer may not use his or her volunteer position to compete with the University in any manner. A volunteer is expected to disclose any conflicts of interest (i.e., any circumstances which would impair the volunteer's ability to perform his or her volunteer services in a fair and impartial manner) to his or her host when any such conflict exists. A volunteer shall avoid conflicts of interest with the University, subject to any contractual requirements between the University and the volunteer's sponsoring organization.
- All rights, title, and interest (including all intellectual property rights pertaining thereto) in all works created, made, conceived, invented, developed, discovered, or reduced to practice by a volunteer in the performance of his or her services for the University shall belong to the University, unless specified otherwise in writing and agreed to by the Vice President for Research or Associate Vice President for Technology Transfer.



General Terms, Conditions and Prohibitions for University Volunteers

These terms and prohibitions have been read by the undersigned. A signed copy must be retained by the host (supervisor's) department or unit. Copies should be distributed to the volunteer, their parent or guardian if the volunteer is a minor, and the Risk Management department (Scott Hall, MS532).

Print Host Name:

Host Department/Unit:

Host Signature

Date

Print Dept. Chair or Unit Supervisor Name:

Department Chair/Unit Supervisor Signature:

Date

Volunteer Name:

Volunteer Signature

Date

Adult volunteers engaging in research related activities are subject to restricted and debarred party screening prior to their volunteer service.

Will the named volunteer have access to a UT research laboratory or serve on a research compliance board or committee? (NO) (YES)

If NO is selected above, restricted, and debarred party screening is not required.

If YES is selected above, restricted, and debarred party screening is required – indicate the UT Affiliate Rocket number and restricted and debarred party screening date:

Rocket Number: _____ Screening Date: _____

If the volunteer is a minor (less than 18 years of age), parent or legal guardian signature is required.

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____ Date: _____