

Clemson University Athletic Department Volunteer Protocols

July 2021

Volunteers are an integral part of the personnel in Clemson University's Athletic Department. They serve as representatives of Athletics' interests and often interact with internal and external constituents.

There are generally 2 types of volunteers:

1. **Clemson Students** (also referred to as Student-Interns): steps to be completed before onboarding a volunteer who is also a Clemson student are outlined in the *CUAD Students Procedures* document.
2. **Non-Clemson Students**

Volunteer supervisors should complete the following steps when onboarding a volunteer who is not a student at Clemson University:

1. Complete a Background Check through CUHR.
2. Complete a minimum of 2 Reference Checks.
3. Complete the Volunteer Release Form.
4. Complete the Volunteer Data Sheet for Contingent Workers (select Phone Book Entry Only).
5. Submit all completed documentation to the Associate Athletic Director/Administration prior to allowing a Volunteer to work in Clemson University's Athletic Department.

NOTE: Volunteers affiliated with sport programs should be registered with Compliance and, in most cases, listed on that program's Staff Designation Form in ARMS.

All volunteers should complete an application on <https://clemsontigers.com/applicationhub/>.

For additional information regarding the definition, eligibility, restrictions, and screening processes associated with Volunteers at Clemson University, supervisors should review the [Clemson University Policy on Volunteers](#).

Supervisors should take steps to acclimate volunteers to the Department, ensure they are aware of Reporting Resources, and offer trainings and educational opportunities to allow them to develop and function properly in their roles at Clemson.