

**PLEASE POST**

March 24, 2005

**DEANS, DIRECTORS, DEPARTMENT CHAIRS and ADMINISTRATIVE OFFICERS**Re: **Proposed Administrative Guidelines for the Use of Volunteers**

Attached please find proposed guidelines for the use of volunteers at UCLA, based on the recommendations of a campuswide review committee. Individuals who devote time and expertise to UCLA on a voluntary basis provide an important service to the University. Many departments rely on volunteers to help support the University's mission of teaching, research and public service. In turn, volunteers gain valuable experiences and a sense of personal satisfaction.

The guidelines are designed to help promote a productive, safe and mutually beneficial environment for UCLA volunteers and the UCLA community by setting appropriate expectations and clarifying roles and responsibilities for the volunteers and their sponsoring department or unit. The guidelines address the status of volunteers, application and assignment procedures, supervision and management of volunteers by University employees, and the applicability of the University's self-insurance programs to volunteers.

Comments from the campus community about the guidelines and attached forms may be directed to Director Hilu Bloch, Campus Human Resources, at 794-0421 or [hbloch@be.ucla.edu](mailto:hbloch@be.ucla.edu). Comments regarding Medical Center activities may be directed to Director Kathy Sipes, Medical Center Volunteer Services, at 825-3488 or [ksipes@mednet.ucla.edu](mailto:ksipes@mednet.ucla.edu). For comments or questions regarding volunteer coverage under the University's self-insurance programs, please contact Director Richard Johnson, Office of Insurance and Risk Management, at 794-6950 or [rjohnson@be.ucla.edu](mailto:rjohnson@be.ucla.edu). We would appreciate receiving comments no later than April 25, 2005.

Sincerely,



Lubbe Levin  
Assistant Vice Chancellor  
Campus Human Resources



Mark A. Speare  
Senior Associate Director  
Healthcare Human Resources and  
Patient Relations