



Alumni Association

The ULM Alumni Association recognizes the vital role that volunteers play in supporting the university's mission. Anyone, including current or retired employees, students, alumni, or others, may provide volunteer services to the alumni association with some restrictions.

A volunteer is defined as:

An unpaid individual who freely offers his or her services to the ULM Alumni Association without any expectation of receiving pay, compensation, or other benefits, (including future employment with the university), in order to support the activities and mission of the alumni association and/or gain experience in specific endeavors.

Before an individual can start their volunteer assignment, a volunteer service agreement must be completed. Please use the below button to access and complete the agreement.

[Click Here to Complete the Volunteer Agreement](#)

Friendly Reminder:

- To be considered a registered volunteer, the Volunteer Services Agreement must be completed on-line and fully executed by all applicable parties before beginning the volunteer assignment.
- Backdated forms **will not** be accepted.
- Non-U. S. Citizens and Permanent Residents must submit their resume with their Volunteer Services Agreement via the provided attachment page. U.S. Citizens and Permanent Residents should skip this section of the Volunteer Services Agreement.
- Please complete your Volunteer Agreement with information reflective of your service efforts through the end of the current calendar year. If you plan to continue volunteering during the next calendar year, you must complete a new form in order to reflect your desire to continue into the next calendar year.
- Individuals under fourteen (14) years of age are not permitted as volunteers. Individuals between the ages of fourteen and eighteen years of age must have her or his parent or guardian complete the consent form section of the Volunteer Services Agreement.
- [ULM Alumni Association Volunteer Policy](#)

For questions or concerns, please contact the ULM Alumni Association at 318-342-5420.



Alumni Association

Volunteer Questionnaire

Thank you for your interest in volunteering for the University of Louisiana Monroe Alumni Association. So we can better utilize your talents and passion, please let us know what areas you are interested in volunteering. Please send a completed form to alumniassociation@ulm.edu.

Name: _____ Phone: _____

Email: _____ T-Shirt Size: _____

Current Address: _____

Occupation & Title: _____

Hobbies: _____

School: _____

I am interested in helping with: **(Please check all that apply)**

I would be great at Check-In/Registration

I love to tell people what to do and where to go (Greeter/Director of First impressions)

I prefer not to talk to people but I am great at setting up and tearing down

I'm a great sales person. Put me at the membership or alumni merchandise table.

I am a Jack/Jill of all trades assign me any task.

Office Use Only

Alumni/Major & Year:

Active: Yes/No

Level:



Alumni Association

THE UNIVERSITY OF LOUISIANA AT MONROE

ALUMNI ASSOCIATION VOLUNTEER AGREEMENT

The University of Louisiana at Monroe Alumni Association thanks you for volunteering your services. Please affirm your understanding and acceptance of the terms of this agreement, stated below, with your signature.

TERMS OF AGREEMENT AND RELEASE:

- 1) I am volunteering my services to the ULM Alumni Association. The volunteer position is described in the attached Description of Volunteer Duties.
- 2) I understand and agree that, as a volunteer, I am not an employee of ULM of the ULM Alumni Association. Therefore, I understand and agree that I will not receive compensation, payment, benefits, or other valuable consideration for the services provided as a volunteer under this agreement.
- 3) I understand that the ULM Alumni Association does not provide me with accident or medical insurance and is not responsible for any accidents or medical expenses incurred by me. Further, I understand that I may be entitled to medical only workers' compensation benefits as a result of my voluntary affiliation.
- 4) I agree to abide by all ULM Alumni Association policies, external regulations, and laws that govern my actions while volunteering my services.
- 5) I agree that while I am not an employee of the ULM Alumni Association, I may be asked to complete a criminal background check, drug screen, and/or driving record check in order to volunteer.
- 6) I understand that ULM Alumni Association shall have the right to release me as a Volunteer at its sole discretion at any time and without prior notice.
- 7) I, on behalf of myself, my heirs, and my representatives do hereby release, waive, indemnify, and hold harmless the State of Louisiana, ULM, the ULM Alumni Association or any of its officers, agents, or employees from any and all liability, damage, or claim of any nature that arises out of or is related to my volunteer activities.
- 8) I acknowledge that while serving as a volunteer, I may be provided with or have access to confidential information and/or proprietary information of the ULM Alumni Association. Such information may include, but is not limited to research data, results, reports, analyses, student and student-related information, methods of operation, trade secrets, training materials, budgeting, staffing needs, databases, marketing information, equipment capabilities, financial and other information connected with or related to the University that is not generally known to the public (collectively, "Confidential Information"). I agree that I will take all necessary steps to protect any confidential information that I may receive. I agree that I will not permit the unauthorized access, use, or disclosure of any confidential information to any third party except as required by applicable law. This provision shall survive the termination or expiration of this agreement.
- 9) I understand the terms and conditions of this agreement are valid for the duration of my volunteer status as so determined by the ULM Alumni Association. This agreement may be modified by the ULM Alumni Association as it deems necessary and, if so modified, I will be provided with notice of such modifications.

Please affirm your acceptance of the terms of this agreement stated above with your signature, and please accept our sincere thanks for your valuable contribution to the ULM Alumni Association.

Volunteer Signature

Date

Volunteer Print Name

Parent or Guardian Signature

Date

Department Head Signature

Date



Volunteer Policy

Policy #:	
Policy Type:	Alumni
Responsible Executive:	Exec Dir Alumni Affairs
Responsible Office:	Alumni Association
Originally Issued:	April 1, 2024
Latest Revision:	
Effective Date:	April 1, 2024

I. Policy Statement

Volunteers are an important resource to the University of Louisiana at Monroe (ULM) Alumni Association. Even though uncompensated, Alumni Association Volunteers are expected to abide by all Alumni Association and policies and procedures relating to their voluntary activities.

II. Purpose of Policy

The purpose of Alumni Association's Volunteer Policy is to define Alumni Association Volunteers, their relationship to the Alumni Association, and their privileges, responsibilities, and limitations. This policy will also establish procedures associated with selecting, orienting and training volunteers.

III. Applicability

Anyone, including retirees, students, alumni, emeritus faculty, or others, may provide volunteer services to the Alumni Association.

IV. Definitions

Volunteer – an individual who has volunteered to perform certain services for the Alumni Association for no compensation and has been approved by the Alumni Association to perform the voluntary services. Alumni Association Volunteers are not considered employees and must not represent themselves as Alumni Association or University employees. Alumni Association Volunteers are not covered by the Fair Labor Standards Act and are not eligible for benefits.

Prohibited Activities – driving state vehicles; operating heavy equipment or other equipment that may cause serious injury; working with or exposure to hazardous materials or hazardous duties; entering into any contract or other commitment on behalf of the Alumni Association or University; participating in any activity inconsistent with Alumni Association policies.

V. Policy Procedure

1. When selecting a volunteer, the department head is responsible for ensuring the following:
 - a. The **volunteer** has adequate experience, qualifications, and training for the task being assigned.
 - b. The **volunteer** has been provided with a written description of duties and responsibilities.
 - c. **Prohibited activities** are not part of the duties and responsibilities.
 - d. **Volunteer** contact information has been obtained and documented.
 - e. The **volunteer** has been provided with an appropriate orientation prior to commencing services, including such matters as Alumni Association policies and procedures, safety precautions, etc., relating to the services to be provided.

2. Alumni Association must complete, sign, and date and have volunteers sign and date, the following forms and submit the forms to the Alumni Association prior to beginning any volunteer activities:
 - a. *Volunteer Agreement Form*
 - b. *Volunteer Questionnaire*

VI. Enforcement

The Department Head is responsible for reviewing duties and responsibilities and approving volunteers for his/her area.

VII. Policy Management

The Executive Director of the Alumni Association is the Responsible Executive accountable for the management of this policy. The Alumni Association is responsible for maintaining this policy.

VIII. Exclusions

N/A

IX. Effective Date

The effective date of this policy is the date it is adopted and signed by the President.

X. Adoption

This policy is hereby adopted on this 1st day of April 2024.

Recommended for Approval by:

Medria T Buford
Medria T Buford, Director of Alumni Affairs

Approved by:

Susan Chappell
Susan Chappell, Executive Director
ULM Advancement, Foundation and Alumni
Relations

XI. Appendices, References and Related Materials

Volunteer Agreement Form
Volunteer Questionnaire

XII. Revision History

Original adoption date: April 1, 2024