

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 1100.05

POSITION AUTHORIZATION PROCEDURE: APPLICATION, RECRUITMENT AND APPOINTMENT OF  
VOLUNTEERS

1. A Lake Region State College volunteer who is required by policy to undergo a criminal background check shall also be trained in fraud prevention, sexual harassment, and/or other topics as directed by human resources. Employees utilizing a volunteer on a regular basis shall (1) complete the volunteer application form, (2) obtain approval from the supervising Vice President, and (3) secure workers compensation insurance by notifying human resources.
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**History**

Administrative Council Approved 12/20/12