



## Volunteer Information Sheet

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- Volunteers at the University of Central Florida must complete the Volunteer Service Agreement, located at <https://compliance.ucf.edu/enterprise-risk-management/university-volunteers/> .
- For Security Access, the department sponsor must complete the UCF Account/Access/Termination Request online Form, by navigating to <https://infosec.ucf.edu/security/sponsored-account-request/>, and selecting **Request a Sponsored Guest Account**.
- ePAF Originators can request an email address by navigating to myUCF-Staff Applications **Campus Solutions**-Main Menu-Department Self-Service-Exchange eForms Home Page-Add User Account eForm
- Background Checks are required (a) volunteers who will be interacting with minors as part of their volunteer service. (b) Employee who will be working with minors volunteering for the university. (c) Employees who have not previously been background checked and will be working with volunteers. Background checks should be completed on all other volunteers, however, it is left to the discretion of the department or at the recommendation of Human Resources or Environmental Health and Safety. To initiate a background check for volunteers, review the Human Resources' background check information, <https://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>
- At the department's discretion, the Vendor/Volunteer Confidentiality Agreement, [https://hr.ucf.edu/files/Confidentiality-Agreement\\_Volunteers\\_Vendors\\_17Aug2018.pdf](https://hr.ucf.edu/files/Confidentiality-Agreement_Volunteers_Vendors_17Aug2018.pdf) , may be completed. The form remains in the department files.

For additional information, please refer to [UCF Policy 3-128, University Volunteers](#).