

Volunteer Information Sheet

Information and Steps Required

- Review the information on the [University Compliance, Ethics, and Risk University Volunteers page](#).
- Complete the [Volunteer Services Agreement](#).
- For security access, the department sponsor must complete the [UCF Sponsor User Agreement](#).
- 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 Enterprise Risk and Insurance Management. For questions related to the background check process, contact HRBackgrounds@ucf.edu
- At the department's discretion, the [Vendor/Volunteer Confidentiality Agreement](#), may be completed. The form remains in the department files.

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