

## VOLUNTEER CATEGORIES

Type	Description	Requirements
<p><b>Long-Term or Regular-Service Volunteer:</b> a person engaged in specific voluntary service activities on an ongoing or continual basis.</p>	<ul style="list-style-type: none"> <li>• May work with children, handle money and work independently</li> <li>• May be licensed to operate county vehicles and equipment</li> <li>• Works less than 120 hours per month not total more than 1,440 hours per year</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Job Description form required</li> <li>• Must complete Volunteer Application form</li> <li>• Must attend orientation, including Risk Management guidelines</li> <li>• Must submit to background check/fingerprinting and drug testing</li> <li>• Photo ID issued</li> <li>• Must keep Volunteer daily log (kept at respective department)</li> </ul>
<p><b>Short-Term or Occasional Service Volunteer:</b> a person who offers to provide a one-time or occasional voluntary service</p>	<ul style="list-style-type: none"> <li>• Provides support for specific events or limited tasks</li> <li>• Works less than four months continuously and not to exceed 320 hours per year</li> <li>• Worker's compensation provided by the County</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Job Description form required</li> <li>• Must complete Short-Term Placement Commitment form (individual or group)</li> <li>• Must be supervised continuously by staff or long-term volunteer</li> <li>• Must keep volunteer daily log (kept at respective department)</li> </ul>
<p><b>Candidate Volunteer:</b> a person who has applied to become a long term volunteer</p>	<ul style="list-style-type: none"> <li>• Covered by the same provisions as a short-term volunteer</li> </ul>	<ul style="list-style-type: none"> <li>• Has applied to become a long-term volunteer</li> <li>• Has provisional status</li> <li>• Has not completed volunteer orientation</li> </ul>
<p><b>Youth Volunteer:</b> a minor person between 12 and 17 years of age who is engaged in a limited task related to an educational or learning project</p>	<ul style="list-style-type: none"> <li>• Performs tasks for a specific County element connected to an educational project</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Job Description form required</li> <li>• Is between 12 and 17 years old</li> <li>• Parent's, Guardian's or Legal Custodian's Permission form required</li> <li>• Must submit to a drug test</li> <li>• Requires director's approval of youth participation</li> <li>• Must keep volunteer daily log (kept at respective department)</li> </ul>
<p><b>Service Learning Volunteer:</b> a high school youth who is engaged in an academic learning project with a County Department</p>	<ul style="list-style-type: none"> <li>• Works as part of a program organized in coordination with high school guidance counselors within Charlotte County's school system</li> <li>• Work plan must be prepared prior to implementation of tasks and minimum number of hours required</li> <li>• Assignment may extend for more than one school year</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Job Description form required</li> <li>• Must comply with Charlotte County School Board directives</li> <li>• Evaluation and timesheets required</li> <li>• Parent's, Guardian's or Legal Custodian's Permission form required</li> <li>• Must submit to a drug test</li> <li>• Must keep volunteer daily log (kept at respective department)</li> </ul>

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<p><b>High School Intern:</b> a high school student working on an academic assignment relate to a high school's activity</p>	<ul style="list-style-type: none"> <li>• Works under the direct supervision of a teacher at a high school</li> <li>• Length of service varies</li> <li>• Normally an unpaid position with the County</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Job Description form required</li> <li>• Parent's, guardian's or Legal Custodian's Permission form required for students younger than 18</li> <li>• Must have an academic institution's approval to participate</li> <li>• Must submit to a drug test</li> <li>• Evaluation and volunteer daily log required (kept at respective department)</li> </ul>
<p><b>College Intern:</b> a college or university student working on an academic assignment related to a college career experience.</p>	<ul style="list-style-type: none"> <li>• Works under the direct supervision of a college instructor</li> <li>• An unpaid position with the County. (Paid interns are not covered within these guidelines.)</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Job form required</li> <li>• Must be processed as a long-term volunteer, if student is older than 18 and internship is more than 80 hours</li> <li>• Parent's, Guardian's or Legal Custodian's Permission form required for students under 18</li> <li>• Must submit to a drug test</li> <li>• Must keep volunteer daily log (kept at respective department)</li> </ul>
<p><b>Volunteer Group Agreement:</b> a project performed by youth such as a Boy/Girl Scout troop or private school group.</p>	<ul style="list-style-type: none"> <li>• Involves a group activity for minor youth</li> <li>• Group provides liability insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer Job Description form required (private schools)</li> <li>• Volunteer agreement and attached roster required</li> <li>• Reviewed by Risk Management, the County Attorney and the County Administrator</li> <li>• Faculty members must supervise student activity</li> </ul>
<p><b>Public School Agreement:</b> a project performed by Charlotte County public school students</p>	<ul style="list-style-type: none"> <li>• Involves group activity for minor youth who are students at a County public school</li> </ul>	<ul style="list-style-type: none"> <li>• Must use Charlotte County Schools/County Government Educational project Guidelines form in lieu of volunteer group agreement</li> <li>• School must provide waiver form signed by parents of students</li> <li>• Faculty members must supervise student activity</li> </ul>
<p><b>Employee Volunteer:</b> a County employee who volunteers within another County department – a County employee who participates in events or charitable fund-raising events</p>	<ul style="list-style-type: none"> <li>• Provides assistance similar to citizen volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• County Employee</li> <li>• Must complete an orientation and background check if performing long-term volunteer functions</li> <li>• May not volunteer in the department in which they are employed</li> </ul>
<p><b>Mentor:</b> an employee volunteer who assists a Charlotte County school student.</p>	<ul style="list-style-type: none"> <li>• Provides academic guidance to Charlotte County school students – is authorized one-hour administrative leave with pay and reasonable travel time</li> </ul>	<ul style="list-style-type: none"> <li>• Must be a full-time County employee</li> <li>• Department approval required</li> <li>• Must comply with County's Mentor a Minor Policy</li> </ul>
<p><b>Court Mandated Community Service:</b> a person performing work to reduce court sentence</p>		