



Hennepin Technical College™

## **Chapter 4: Human Resources**

### **Use of Volunteers Policy**

Adoption: 9/16/13  
Revised: 8/24/23  
Last Reviewed: 3/6/24 (SGC)  
President Approved: 5/1/24  
Next Review Date: 5/24/29  
Authority: [MinnState Board Procedure 4.01](#)  
Custodian of Policy: Vice President of Human Resources & Workforce  
Equity

**Policy**  
**4HTC.0**  
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#### **POLICY STATEMENT**

It is the policy of Hennepin Technical College that all volunteers (not including Hennepin Technical College students or employees) acting in capacity on campus where they will be working in an unsupervised position in direct contact with students must complete a Volunteer Application Form with Human Resources. This must be completed prior to their first day volunteering on campus. This form grants authorization to the college to review the applicant's credentials for a specific volunteer position.