

# Department of Plant Science

## Volunteer Guidelines

### Volunteer Engagement Process

1. A volunteer is identified and interviewed by a potential supervisor.
2. If an arrangement is agreed to, the volunteer and supervisor will complete the University of Manitoba Volunteer Identification, Acknowledgement and Waiver (UMVIAW) form.  
([http://umanitoba.ca/governance/media/volunteer\\_policy\\_attachment.pdf](http://umanitoba.ca/governance/media/volunteer_policy_attachment.pdf))
3. It is the responsibility of the supervisor to ensure that the University of Manitoba policy on volunteers is complied with.  
([http://umanitoba.ca/admin/governance/governing\\_documents/staff/809.html](http://umanitoba.ca/admin/governance/governing_documents/staff/809.html))
4. The volunteer may then begin.
5. The volunteer will provide a monthly report to the supervisor noting the hours worked and the duties performed during that period.
6. A regular review will be carried out to ensure that the volunteer relationship is rewarding for the volunteer and that the volunteer's service is satisfactory to the supervisor.

The supervisor will ensure that both the monthly reports and the ongoing reviews are completed and that the experience is satisfactory for both parties. Monthly reports are forwarded to the Faculty of Agricultural and Food Sciences Office of the Dean (Harminder Dhanjal).

Approved by Plant Science Department Council July 28-17; Revised: March 12-18