

**Special Placement Volunteers (SPV):** Individuals who provide direct service in support of UMU and its programs without compensation. These individuals are recruited and approved by the college or department in which they will be serving. Once approved, clearance and on- boarding is conducted by the Office of Volunteer Programs. Policy UW V-07

The Sponsoring Department or Requestor initiates a request for Special Placement Volunteer by submitting:

Request to Appoint a Special Placement Volunteer Form

The Office of Volunteer Programs (OVP) then sends candidate an email with:

- Special Placement Volunteer Application link
  - Criminal Background Investigation (CBI) registration link
    - On-boarding Process steps

Once the application and Criminal Background Investigation results are received, OVP will enter the candidate into the Non-Employee Mangement System.

 Please note as pursuant to UMU Policy P-45, access to clinical information systems will not be granted for volunteers. The candidate will then follow the remaining on-boarding steps provided in the email. This includes:

Health clearance process through Upstate's Employee/Student Health Department

Online orientation

Online HIPAA training

ID badging through Upstate Payroll Department

Completion of on-boarding forms provided by OVP

After all of these steps are completed the Sponsoring Department is notified that the candidate is now cleared as a Special Placement Volunteer (SPV).

If the SPV is working on a research project, the Research Compliance Department is also notified of clearance