



## **Special Placement Volunteer Process**

Special Placement Volunteers are individuals who provide direct service in support of Upstate Medical University 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 onboarding are conducted by the Office of Volunteer Programs. **Policy UW V-08.**

1. The sponsoring department or requestor initiate a request for Special Placement Volunteer by submitting the “**Request to Appoint a Special Placement Volunteer**” form. **Form F95540.**
2. Once the above form is reviewed and approved, the Office of Volunteer Programs (OVP) then sends the candidate an email containing the onboarding steps, an application link, Non-Employee Medical Clearance form, and a Criminal Background Investigation (CBI) registration link.
3. Once the application and CBI results are received, OVP will enter the candidate into Upstate’s Non-Employee Management System.
4. The SPV candidate will then follow the remaining onboarding steps provided. This includes:
  - Completing and submitting the health clearance process through the Employee Student Health Office
  - Online orientation and HIPAA training
  - ID badging through Upstate’s Payroll Office
  - Completion of onboarding forms provided by the Office of Volunteer Programs
5. After all steps are completed, the sponsoring department is notified that the candidate is now cleared as a Special Placement Volunteer. If the SPV is working on a research project, the IRB/IBC Office is also notified of the clearance.

**Questions? Please contact the Office of Volunteer Programs at [volunteer@upstate.edu](mailto:volunteer@upstate.edu) or 315-464-5180**