Volunteers and Non-Paid Affiliates

Volunteers

Volunteers perform service for the University without promise, expectation, or receipt of wages, compensation, benefits, unemployment coverage, or remuneration of any sort for services rendered and have no assurance or reason to expect CSU will offer employment following the Volunteer period. **Volunteers are not provided access to the same campus services and facilities as Affiliates and employees.**

Departments that wish to utilize volunteers for the purpose of carrying out the functions of their department must briefly describe what benefit the University services from their volunteer program and complete the Volunteer Services Description Form. The form will establish the guidelines and description of duties.

The following forms are needed to be in compliance with the volunteer program (preferably in this order):

1. The Columbus State University Volunteer Agreement Form
2. The Columbus State University Volunteer Services Description Form
3. The Columbus State University Programs Serving Minors on Campus Form

Affiliates

USG Affiliates (Non-Paid Affiliates) are non-compensated and volunteers that require access to University systems. An Affiliate is any individual who has a formal affiliation with the university, and receives some services from the university, but is not a student or employee of the university, and receives no remuneration from the university. Formal affiliation means that a necessary relationship exists between the university and the individual to provide a service of value to the university.

Departments that wish to utilize affiliates for the purpose of carrying out the functions of their department must use the form below to provide the name, email address, department, supervisor, title, location, and separation date.

Once submitted, the form routes to Tara Beard in Human Resources. She will then send an onboarding packet via Equifax and Accurate to the affiliate so they can complete their onboarding. This must be completed before they are hired in the HR system. When the packet and background check is completed, Tara will hire them OneUSG. The morning after the affiliate is hired into OneUSG, the manager will receive the affiliate's credentials which includes their 909, email address, and temporary password for MyCSU via email.

The following forms are needed hire an affiliate:

1. Non-Paid Affiliate Form

If an Affiliate needs access to any CSU systems, please complete the New Employee Access form after you receive their credentials which include their 909 number needed for the form.