

VOLUNTEER CATEGORIES

Type	Description	Requirements
<p>Long-Term or Regular-Service Volunteer: a person engaged in specific voluntary service activities on an ongoing or continual basis.</p>	<ul style="list-style-type: none"> • May work with children, handle money and work independently • May be licensed to operate county vehicles and equipment • Works less than 120 hours per month not total more than 1,440 hours per year 	<ul style="list-style-type: none"> • Volunteer Job Description form required • Must complete Volunteer Application form • Must attend orientation, including Risk Management guidelines • Must submit background check/fingerprinting • Photo ID issued • Must keep Volunteer daily log (kept at respective department)
<p>Short-Term or Occasional Service Volunteer: a person who offers to provide a one-time or occasional voluntary service</p>	<ul style="list-style-type: none"> • Provides support for specific events or limited tasks • Works less than four months continuously and not to exceed 320 hours per year • Worker's compensation provided by the County 	<ul style="list-style-type: none"> • Volunteer Job Description form required • Must complete Short-Term Placement Commitment form (individual or group) • Must be supervised continuously by staff or long-term volunteer • Must keep volunteer daily log (kept at respective department)
<p>Candidate Volunteer: a person who has applied to become a long term volunteer</p>	<ul style="list-style-type: none"> • Covered by the same provisions as a short-term volunteer 	<ul style="list-style-type: none"> • Has applied to become a long-term volunteer • Has provisional status • Has not completed volunteer orientation
<p>Youth Volunteer: a minor person between 12 and 17 years of age who is engaged in a limited task related to an educational or learning project</p>	<ul style="list-style-type: none"> • Performs tasks for a specific County element connected to an educational project 	<ul style="list-style-type: none"> • Volunteer Job Description form required • Is between 12 and 17 years old • Parent's, Guardian's or Legal Custodian's Permission form required • Requires director's approval of youth participation • Must keep volunteer daily log (kept at respective department)
<p>Service Learning Volunteer: a high school youth who is engaged in an academic learning project with a County Department</p>	<ul style="list-style-type: none"> • Works as part of a program organized in coordination with high school guidance counselors within Charlotte County's school system • Work plan must be prepared prior to implementation of tasks and minimum number of hours required • Assignment may extend for more than one school year 	<ul style="list-style-type: none"> • Volunteer Job Description form required • Must comply with Charlotte County School Board directives • Evaluation and timesheets required • Parent's, Guardian's or Legal Custodian's Permission form required • Must keep volunteer daily log (kept at respective department)

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<p>High School Intern: a high school student working on an academic assignment relate to a high school's activity</p>	<ul style="list-style-type: none"> • Works under the direct supervision of a teacher at a high school • Length of service varies • Normally an unpaid position with the County 	<ul style="list-style-type: none"> • See Internship Policy • Parent's, guardian's or Legal Custodian's Permission form required for students younger than 18 • Must have an academic institution's approval to participate
<p>College Intern: a college or university student working on an academic assignment related to a college career experience.</p>	<ul style="list-style-type: none"> • Works under the direct supervision of a college instructor • An unpaid position with the County. 	<ul style="list-style-type: none"> • See Internship Policy • Parent's, Guardian's or Legal Custodian's Permission form required for students younger 18 • Must have an academic institution's approval to participate
<p>Volunteer Group Agreement: a project performed by youth such as a Boy/Girl Scout troop or private school group.</p>	<ul style="list-style-type: none"> • Involves a group activity for minor youth • Group provides liability insurance 	<ul style="list-style-type: none"> • Volunteer Job Description form required (private schools) • Volunteer agreement and attached roster required • Reviewed by Risk Management, the County Attorney and the County Administrator • Faculty members must supervise student activity
<p>Public School Agreement: a project performed by Charlotte County public school students</p>	<ul style="list-style-type: none"> • Involves group activity for minor youth who are students at a County public school 	<ul style="list-style-type: none"> • Must use Charlotte County Schools/County Government Educational project Guidelines form in lieu of volunteer group agreement • School must provide waiver form signed by parents of students • Faculty members must supervise student activity
<p>Employee Volunteer: a County employee who volunteers within another County department – a County employee who participates in events or charitable fund-raising events</p>	<ul style="list-style-type: none"> • Provides assistance similar to citizen volunteers 	<ul style="list-style-type: none"> • County Employee • Must complete an orientation and background check if performing long-term volunteer functions • May not volunteer in the department in which they are employed
<p>Mentor: an employee volunteer who assists a Charlotte County school student.</p>	<ul style="list-style-type: none"> • Provides academic guidance to Charlotte County school students – is authorized one-hour administrative leave with pay and reasonable travel time 	<ul style="list-style-type: none"> • Must be a full-time County employee • Department approval required • Must comply with County's Mentor a Minor Policy
<p>Court Mandated Community Service: a person performing work to reduce court sentence</p>		