



## Use of Volunteer Policy

### Policy

All volunteers must provide their services in compliance with the Diocese's policies and guidelines and with the knowledge and approval of the appropriate leadership within the Diocesan entity they are serving.

### Procedure

Volunteers who provide services to children or vulnerable adults cannot begin volunteering until they have completed the Diocese of Orlando background screening process and have received written approval from the Office of Outreach and Protection.

Volunteers who drive on behalf of any Diocesan entity cannot begin volunteering until they have complied with the Diocese of Orlando's Driver's License Verification Policy which requires a clean driving record history, minimum automobile insurance requirements and verification of driver's license in compliance with Florida Law.

Volunteers cannot receive any compensation for their services. This means volunteers cannot receive gift cards, money, tuition discounts etc. in exchange for services.

The following services **cannot** be provided by volunteers unless the volunteer is licensed and insured and meets the Diocesan Insurance Requirements for Contractors, Service Providers and Vendors Policy (this list is not exhaustive and the intent of this policy is to preclude volunteers from performing potentially dangerous services):

- Applying Pesticides
- Asbestos or lead abatement
- Chainsaw Work
- Construction
- Cutting/Welding
- Electrical Work, including repair/installation
- Erecting Scaffolding
- Fire Alarms or Sprinkler System Work
- Installing or Repairing HVAC/Heating
- Lifting over 40 lbs unassisted
- Operating any power driven machinery other than office machines including all power mowers and cutters
- Paving/concrete services
- Playground equipment repair
- Plumbing Work, including repair/installation
- Power washing
- Roofing Work or Repairs
- Security Alarms/Installation Work
- Spray Painting of Facilities
- Tasks involving chemicals other than general household goods, including gas or diesel fuel
- Tent Erection
- Tree Trimming
- Working on elevations above 4 feet

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