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| **INDIVIDUAL TO PERFORM ACTIVITY** |
| **Name** |  | **Birth Date** |  |
| **Appointing/Supervising University Official is****“Closely Related” (per** [**Nepotism Policy**](#_bookmark5)**):** | Yes No | If Yes,explain: |  |
| **Student or Educational Professional Status** | **Student** | **Home Institution (non-UNC)?**Yes N/A | **Name of Home****Institution (if applicable)** |  |
| UNC-CH StudentOther Student |

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| **PROPOSED ACTIVITY** |
| **Dept. is Requesting (Check One):** | [Volunteer](#_bookmark0) [Unpaid Intern](#_bookmark1) [Unpaid Visiting Scholar](#_bookmark2) |
| **Dept. Name** |  | **Dept. Number** |  |
| **Dept. Contact** |  | **Telephone Number** |  |
| **Describe Activities and Specify****Environment Setting** |  |
| **Describe any risks in the setting in****which this assignment will occur** | (For example, exposures such as: thermal, chemical, or electrical hazards, lab animals, etc.) |
| **Involves Unsupervised Activities with Either of the Following:** *(if either are involved, include specifics in description below)* |
| [Sensitive populations](#_bookmark3) | Yes No | [Sensitive facilities](#_bookmark4) | Yes No |
| **Description of Sensitive****Populations/Facilities (if applicable)** | (Example: students, patients, study participants, biosafety level 3 facilities (BSL-3) etc.) |

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| **DURATION AND SUPERVISION** |
| **Beginning Date** |  | **Ending Date** |  | or **Ongoing** (volunteers only – please see page 2) |
| **Supervisor Name** |  | **Phone Number** |  |

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| **APPROVAL CERTIFICATION** |
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| Name and Title of Authorized Department Official |  | Name of Human Resources Representative |
| Signature of Authorized Department Official |  | Signature of Human Resources Representative |
| Date |  | Date |

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| **OFFICE OF HUMAN RESOURCES USE ONLY** |
| **Date Received** |  | **Date Approved** |  | **OHR Approver** |  |
| **Approved as** | Volunteer Intern Visiting Scholar | **Approved as Exception** | (include in justification below) |
| **Comments** |  | **Background Check Submitted** | Yes NA |
| **Background Check Submitted to OHR** | Date |  | Result |  |

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| **DEFINITIONS AND ADDITIONAL INFORMATION** |
| ***Volunteers*** are individuals who offer their services without cost to the university for civic reasons and which are not typically performed by permanent university employees. Examples include serving as a docent at a university museum or educational facility, serving as an usher at a university special event, or otherwise performing duties that are of benefit to the university’s teaching, research, and/or public service mission.***Ongoing*** *duration is only available for Unpaid Volunteers that meet the following standards:** Will be performing the same duties each instance of service.
* The service(s) is provided intermittently for short durations of time (i.e. 10 days twice a year).
* The service(s) will be performed over multiple consecutive years.
* The service(s) must be performed at the same time(s) of year.

***Unpaid interns*** are individuals who meet one of the following circumstances:* Are currently enrolled at UNC-Chapel Hill or other accredited colleges, universities, community colleges or high schools and who are engaged in experiential learning in the workplace in return for academic or course credit.
* Are obtaining work experience that is required for professional licensure or certification under the supervision of a licensed or certified professional (e.g., Social Workers, Engineers, Nurses, and Accountants) for a period not to exceed 18 months in duration.
* Are engaging in experiential learning in a profession under the supervision of an appropriate University supervisor or manager for a period not to exceed 18 months in duration.

***Unpaid visiting scholars*** are individuals who hold appointments at other academic or research institutions and are visiting to work with a particular faculty member or principal investigator on a research project but do not receive a paid appointment at UNC-Chapel Hill.***Exclusions:*** UNC-Chapel Hill Students currently enrolled at UNC-Chapel Hill, if the volunteer or intern assignment does not involve any unsupervised access to sensitive populations or sensitive facilities and the individual is not otherwise a non-student employee of the University. A Volunteer Request Form must still be completed, but a background check is not needed if the unpaid activity otherwise conforms to the above provisions.Individuals who will perform volunteer services not to exceed ten (10) calendar days in duration without any continuing volunteer relationship, if the assignment does not involve any unsupervised access to sensitive populations or sensitive facilities and if the individual is not otherwise an employee of the University. Note: This exclusion includes individuals who are invited to deliver a talk or presentation at the University without pay or only for nominal benefits related to their services.***Sensitive populations*** are those including individuals under 18 years of age, patients receiving care in any clinical setting, or other individuals deemed to require enhanced supervision or protection based on university practice or state or federal law.***Sensitive facilities*** are university facilities that require special clearance or background checks for access or that permit unsupervised access to records that are confidential or otherwise have special protections under state or federal law.***Background checks*** are required for all volunteers, unpaid interns and unpaid visiting scholars with the following exceptions:* Permanent employees and UNC-Chapel Hill Students who do not have unsupervised activity with sensitive populations or sensitive facilities
* High school students
* Those under 18 years of age

All others must have a Background Check completed.***Employment of Related Persons:*** For the Employment of Related Persons policy relating to SHRA permanent employment, see the following page: <https://hr.unc.edu/employees/policies/shra-policies/recruitment-and-selection/nepotism-policy/>. For the nepotism policy relating to EHRA employment, see the following page: <https://hr.unc.edu/files/2017/08/EHRA-Nepotism-Policy.pdf>.***Affiliate Registration Process:*** If the Volunteer/Unpaid Intern/Unpaid Visiting Scholar will need a One Card, PID or Onyen to perform the activity for which they are engaged, information on this can be found on the UNC PID Office website at the following link: <https://aux-services.unc.edu/pid/>.  |