



Title of Procedures: Fee Waivers for Senior Volunteers

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____

Division/Department: College: X

Topic/Issue:

To provide the procedures necessary to establish and implement an effective senior volunteer program at BCCC.

Background to Issue/Rationale for Procedure:

Many colleges and universities across the country have implemented retired and senior volunteer programs to promote the idea of engaging senior citizens in volunteering their time and talents to enrich the community. It is the goal of Baltimore City Community College to continue the trend by utilizing seniors 55 years and older as a resource to increase institutional efficiencies.

State/Federal Regulatory Requirements (cite if applicable):

COMAR 13A.14.02.19-1 - Child Care Center Licensing.

MD Code § 9-231.1, Volunteer Unit of State Government.

Executive Order 01.01.2004.58, Governor's Commission on Service and Volunteerism.

Executive Order 01.01.2007.25, Governor's Office of Community Initiatives.

Proposed Procedural Language:

- The Human Resources (HR) Department will be responsible for administering the BCCC Senior Volunteer Program.
- The Human Resources Department will establish and maintain a database for all available volunteer opportunities.
- Departments are required to complete and submit the BCCC Senior Volunteer Request Form to HR to solicit volunteers.
- All applicants who desire to participate in the BCCC Senior Volunteer Program must complete an application.
- A human resources representative will screen the applications and determine if the applicant meets BCCC's eligibility requirements.

- If the applicant meets the requirements, an interview will be scheduled with a human resources representative.
- Upon completion of an interview, HR will notify the applicant(s) in writing of the decision to recruit or not to recruit the individual(s) into the BCCC Senior Volunteer Program.
- Pending recruitment into the program, a human resources representative will search the database to find an appropriate placement within the College.
- The prospective volunteer will be notified of the volunteering opportunity, and he or she will have ten (10) business days to accept the volunteer position.
- Once the volunteer accepts the position, an orientation will be scheduled and conducted by the Human Resources Department.

Proposed Implementation Date: Fall 2009

Approved by the Board of Trustees: June 23, 2009

Proposed by: Human Resources