



**Office of Legal Affairs**

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**MEMORANDUM**

**TO:** Dr. Sharon L. Gaber, Chancellor  
Ms. Shari Dunn, Senior Executive Assistant to the Chancellor  
Dr. Joan Lorden, Provost and Vice Chancellor for Academic Affairs  
Ms. Beth Hardin, Vice Chancellor for Business Affairs  
Mr. Niles Sorensen, Vice Chancellor for University Advancement  
Mr. Michael Carlin, Vice Chancellor for Information Technology and CIO  
Dr. Richard A. Tankersley, Vice Chancellor for Research and Economic Development  
Dr. Kevin Bailey, Vice Chancellor for Student Affairs  
Mr. Mike Hill, Director of Athletics  
Ms. Betty Doster, Special Assistant to the Chancellor for Constituent Relations  
Dr. Cheryl Waites Spellman, Interim Special Assistant to the Chancellor for Diversity and Inclusion  
Ms. Colleen Penhall, Associate Vice Chancellor for University Communications  
Ms. Kim Bradley, Chief of Staff  
Mr. Jesh Humphrey, Vice Chancellor for Institutional Integrity and General Counsel

**FROM:** Amy S. Kelso  
Senior Associate General Counsel 

**DATE:** October 7, 2020

**Re:** Volunteer Agreements

Many divisions at UNC Charlotte engage volunteers to do work for the University. These volunteers are a valuable resource for the University. However, volunteers are not considered University employees and do not enjoy many of the protections of employees, such as Worker's Compensation.

It is important that each University volunteer understands the protections afforded, as well as the limits of those protections afforded, while volunteering for the University. In addition, it is important that each volunteer understands his or her obligations, such as compliance with applicable University policies.

Therefore, every University volunteer should sign a Volunteer Agreement. A template of that agreement is attached for your use. It is also available online at:

<https://legal.uncc.edu/sites/legal.uncc.edu/files/media/VolunteerAgreement.docx>

The rule of thumb to determine applicability of the Volunteer Agreement is whether the volunteer's **work** would otherwise be done in the course and scope of a University employee's employment. In other words, it is important to focus on the **work**, and not the **person** doing the work. If the work is something that would normally be done by an employee but is being done by a volunteer instead, then it

is considered volunteer work for the University, regardless of who is doing the work. **If this is the case, a [Volunteer Agreement](#) should be signed by the volunteer (whether that be a student or any other person).**

Please distribute this memorandum and attached agreement template to other appropriate personnel in your division, such as deans, department chairs, or directors. Please contact our office if you have any questions.

Attachment

ASK:mw