



BIOGRAPHICAL DATA FORM

A biographical record must be created for each individual to be appointed, along with certain demographics that will be included for your appointment. The following data is required:

UT EID	
Full Legal Name	
Email Address	
Citizenship	<input type="checkbox"/> Non-resident alien (country: _____) <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident

University of Texas at Austin GENERAL GUIDELINES FOR ESTABLISHING VOLUNTEER RELATIONSHIPS

A University volunteer is an individual who, without the expectation of compensation, performs services directly related to the business of the University. The purpose of these guidelines and the associated forms is to provide University departments with a process that will assist them in properly selecting volunteers, obtaining needed information, and assuring that both the volunteer and the University understand the parameters of the volunteer relationship. Under the Federal Fair Labor Standards Act, a current non-exempt employee cannot be both a paid employee and a non-paid volunteer while performing the same type of work for the same employer. Consult HR if you have questions regarding current University employee volunteers.

To qualify as a University volunteer, an individual must meet the minimum qualifications to perform the work assignment and be willing to abide by the University policies and regulations that govern their actions. Departments are responsible for establishing their own volunteer position descriptions and screening process. However, volunteers that are to be assigned to a security sensitive position are required to undergo a screening process, similar to a regular employee, to determine their qualifications and fitness for the assignment, including, but not limited to an interview, reference check and criminal background check. Depending upon the function, volunteers must also meet any necessary licensing and certification requirements.

A University volunteer may not perform any work until he or she has completed and signed the volunteer application and the volunteer assignment detailing the work to be performed and agreeing to the relationship of the volunteer to the University. A volunteer under the age of eighteen may not perform any work without the consent of their parent or legal guardian.

Departments are responsible for providing their volunteers with the necessary training and supervision to safely carry out their assigned volunteer activities. If the volunteer assignment includes working with machines or equipment, a volunteer cannot perform any work until successful completion of training has been documented. In addition, volunteers working with machines or equipment must be provided with appropriate personal protective equipment.

Volunteers are not considered employees for any purpose. Volunteers are University Affiliate (affiliated worker) positions in HRMS. They are not eligible for retirement, health benefits, or workers' compensation as a result of their volunteer status. Although a volunteer does not have the same health benefits and liability protections as a regular employee, there are State and Federal laws that provide volunteers with limited protections from exposure to personal liability while performing duties within the scope of their assignment. In order to assure that volunteers benefit from these protections from personal liability, it is important for departments to specify the scope of their job duties in a written position description at the time of their assignment.

Volunteers serve at the pleasure of the University. Accordingly, a volunteer assignment can be terminated at the discretion of the University at any time, without notice or cause or recourse.



University of Texas at Austin VOLUNTEER ASSIGNMENT AND SUMMARY OF DUTIES

Volunteer Name/EID:	
Department:	
Volunteer Job Title:	
Summary of Volunteer Position Duties:	
Duration (Start and End Dates)	
Supervisor's Name:	
Supervisor Job Title:	

This is to acknowledge that I desire to volunteer my services, performing the duties listed above and that volunteer services rendered by me will be at the direction of the above named supervisor. Further, I affirm that I understand that I must abide by all University policies and regulations; and that I serve at the pleasure of the University.

Signature of Volunteer Date

APPROVAL OF AUTHORIZED UNIVERSITY PERSONNEL:

Signature of Volunteer Supervisor Date

Signature of Department Head Date



University of Texas at Austin
VOLUNTEER COPYRIGHT AGREEMENT
(Required for Volunteers Who Contribute to Creative Works)

Volunteer Last Name	First	Middle	
Home Address: Street	City	State	Zip Code

It is the stated intention of both the volunteer and the University that all creative "Works" received and/or created by the volunteer in connection with performance of volunteer work, are to be the sole and exclusive property of the University. "Works" means works of authorship and any contribution in such works, created by a volunteer in the course of performing their volunteer assignment, or otherwise, for the use or benefit of the University, and includes web design, software, systems, programming, graphics, text, audio, video, artwork, drawings, photographs, plans, materials, scripts, exhibits, music, choreography, or other items of intellectual property. Notwithstanding the above, if I as volunteer should be deemed "author" and owner of the copyright in any such Works, I hereby grant to the University the rights described below.

Copyright Use License

In consideration of and as a condition of the volunteer opportunity offered to me by the University of Texas at Austin, I, the above named volunteer, hereby grant the University of Texas at Austin a perpetual, non-exclusive, worldwide, royalty-free license to reproduce and publicly display the Works, in whole or in part, and to incorporate the Works, in whole or in part, into other works, in any format, size, resolution, or media as determined solely by the University of Texas at Austin.

_____ (Initial Here)

Copyright Assignment:

In consideration of and as a condition of the volunteer opportunity offered to me by the University of Texas at Austin, I hereby assign to the University of Texas at Austin all right, title, and interest worldwide in and to the Works, including the copyright to the Works and all works based upon, derived from, or incorporating the Works.

_____ (Initial Here)

Signature of Volunteer Date

Witness Signature (Volunteer Supervisor): Date



University of Texas at Austin
VOLUNTEER PERSONAL EQUIPMENT LIABILITY
WAIVER
(Required for Volunteers Who Provide Personal Equipment)

Volunteer Last Name	First	Middle	
Home Address: Street	City	State	Zip Code

I, the above named volunteer, have voluntarily agreed to provide my own personal equipment for use by me in performing my volunteer services. I understand that my equipment may be exposed to other participants and the general public. I understand that it is my personal responsibility to take whatever reasonable precautions may be necessary to protect my personal equipment from damage or loss. I further understand that the University of Texas is not responsible for any damage or loss of my personal property suffered as a result of my participation in or in connection with the performance of my volunteer services for any reason. Accordingly, I hereby release and hold harmless the University of Texas and its officers, employees and agents from any liability for any loss, cost, or damage to my personal property for any reason whatsoever arising out of or in connection with my activities or performance of my volunteer work.

Signature of Volunteer

Date

Witness Signature (Volunteer Supervisor):

Date



University of Texas at Austin PHOTO RELEASE

Volunteer Last Name	First	Middle	
Home Address: Street	City	State	Zip Code

Photo Release

In consideration of and as a condition of the volunteer opportunity offered to me by the University of Texas at Austin, I, the above named volunteer, hereby grant the University of Texas at Austin permission to publish and use without obligation in print, electronic or video format, for educational, public relations, publicity and promotional purposes for the use and benefit of the University, any photograph, likeness or image of myself either alone or with others and any stories, illustrations and accounts in which I appear in connection with my volunteer service. I understand and agree that I am to receive no compensation of any kind, monetary or otherwise, on account of or arising from the production, publication, recording, rebroadcasting, or other use of such material.

Signature of Volunteer

Date

Witness Signature (Volunteer Supervisor):

Date