



INSTITUTE FOR DISABILITY STUDIES (IDS)

Volunteer Policy for Students and Community Volunteers

Overview

All volunteer opportunities at the Institute for Disability Studies (IDS) are coordinated through Transition Specialist, **Aysha Robertson**. This policy outlines the expectations, procedures, and responsibilities for student and community volunteers engaging in service with IDS.

Volunteer Registration & Onboarding

- **All volunteers**, including USM students and community members, must first contact **Aysha Robertson** at aysha.robertson@usm.edu to register for service and complete onboarding.
- **All volunteers**, including USM students and community members, are required to complete the initial Formstack to be officially onboarded.
- If you've signed up through Get Connected, Aysha Robertson will be in touch with you via email.
- Volunteers who reach out to other IDS staff will be redirected to Ms. Robertson.
- Upon **successful onboarding and confirmation**, Ms. Robertson will **connect the volunteer to the appropriate opportunity and the designated program coordinator or lead**.
- Volunteer opportunities must be registered **for in advance, preference of a minimum of 24 hours**.

Availability of Volunteer Opportunities

Volunteer opportunities at IDS are offered on a first-come, first-served basis and may **fill quickly**. While every effort will be made to accommodate interested volunteers, **placement is not guaranteed**. Volunteers are encouraged to act promptly to secure their desired opportunity.

On-Site Volunteer Procedures (IDS Locations)

The following steps must be followed when volunteering **at IDS**:

- **Check-In/Check-Out:** Upon arrival, all volunteers must check in at the front office and wait for assistance from IDS staff. After completing service, volunteers must check out at the same location.
- **Remain in Assigned Area:** Volunteers are expected to stay in their designated service area for the full duration of their scheduled time.
- **Professional Conduct:** Volunteers must maintain a professional demeanor and wear appropriate attire. Volunteers dressed inappropriately or engaging in disruptive or unprofessional behavior may be asked to leave.
- **Transportation:** Volunteers are responsible for arranging their own transportation to and from the service location if it is off campus.
- **Communication:** IDS staff may reach out prior to the service date with important details or instructions. Volunteers are expected to monitor their email and respond as needed.

Cancellations & Rescheduling

- Once registered, volunteers are responsible for notifying **Aysha Robertson** directly to cancel or reschedule service hours at aysha.robertson@usm.edu.
- If **three or more consecutive volunteer commitments or hours are missed**, volunteers **may be declined for future volunteer opportunities**
- All **cancellations or rescheduling** must be made at least **24 hours in advance**. Requests can be **emailed to aysha.robertson@usm.edu**
- IDS reserves the right to decline future service requests if this policy is not followed.

Volunteer Coordinator Contact

Aysha Robertson, MSW

Transition Specialist

Email: aysha.robertson@usm.edu

Phone: 601-266-4612