



Volunteer & Intern Compliance Checklist

Volunteer Classification

- ☐ Every unpaid worker is documented as either a volunteer (charitable purpose, no expectation of pay) or an intern (educational design) — never assumed
- ☐ No paid employee “volunteers” doing the same or similar work as their job
- ☐ No volunteer displaces paid staff
- ☐ Volunteer roles in revenue-generating activities (thrift store, fee-for-service) have been reviewed with counsel
- ☐ Each unpaid internship is tied to education (credit, coursework, academic calendar) and documented before the intern starts

Compensation practices

- ☐ No stipends tied to hours, shifts, attendance, or productivity
- ☐ Expense reimbursements are documented and limited to actual expenses
- ☐ Appreciation gifts are de minimis; any payment approaching \$600/year has been reviewed for 1099 and classification impact

HR obligations

- ☐ Harassment policy and complaint procedure explicitly cover volunteers and interns (Gov. Code § 12940(j))
- ☐ SB 1343 harassment prevention training is current; volunteer supervisors are trained
- ☐ The board has made a documented decision on workers’ compensation coverage for volunteers (Labor Code § 3363.6)
- ☐ Insurance reviewed: general liability covers volunteers; volunteer accident coverage considered; D&O in force; non-owned auto liability in place for volunteer drivers
- ☐ Volunteer drivers’ licenses and personal auto insurance are verified

Volunteer Program structure

- ☐ Signed volunteer agreements acknowledge no expectation of compensation or employment
- ☐ Written position descriptions state the charitable purpose and are distinct from paid roles
- ☐ Screening is scaled to role risk; AB 506 requirements (background checks, training, no one-on-one contact policies) are met for youth-serving programs
- ☐ Volunteer hours and roles are tracked systematically
- ☐ Orientation, supervision, and policy acknowledgments are in place for every volunteer
- ☐ The program is reviewed against this checklist annually

Rule of thumb: reimburse expenses, never pay for time — and when in doubt, they’re an employee.

Educational material — not legal advice. Verify current requirements or consult counsel before acting.