**CHURCH NAME**

**Volunteer Worksheet**

Name:  Department:

Date: Prepared By:

**I. Volunteer Test** (you need ***both***)

Volunteer receives no compensation apart from reasonable reimbursement or allowance for expenses actually incurred; ***and***

Such services are not the same type of services for which the individual is employed.

**II. Volunteer Additional Factors**

The worker is motivated by personal civic, humanitarian, charitable, religious, or public-service.

The volunteer typically arranges his or her own schedule to provide services when it is convenient for the volunteer.

The services performed are typically associated with volunteer work.

The services performed are different from those typically performed by paid workers and are the hours of service less than full-time.

The employer exerts relatively little control over the volunteer while volunteer is performing services.

**III. Volunteer Prohibited Factors \***

Whether the volunteer works a full-time schedule.

Whether the volunteer performs essentially the same activities as a paid employee.

**\*** Any one (1) of the “Volunteer Prohibited Factors” would mean the worker cannot be a volunteer.