



## REQUIREMENTS FOR NON-AFFILIATED MINOR VOLUNTEERS

1. **Age/Identity:** Minor Volunteers must be at least 16 years of age. Documents to verify age and identity must be provided prior to beginning volunteer assignment.
2. **Application:** All prospective Minor Volunteers must file this application at the Department office. Filing an application does not assure placement. The choice of applicants is determined on the basis of personal qualifications and traits as judged by the Principal Investigator (PI) and Departmental Chair.
3. **Letter of Welcome:** The Departmental Chair or Principal Investigator/faculty member should write a letter welcoming the applicant to the department and outlining his/her position description, as follows: (1) The name of the Principal Investigator (faculty), (2) a brief description of the research project, (3) the techniques used, potential workplace hazards, (4) a statement that the student will be supervised at all times by the PI or qualified designee (name and title), (5) that at no time will the volunteer be left alone in the lab, and (6) length of volunteer's appointment.
4. **Letters of Recommendation:** Minor Volunteers must submit a letter of recommendation from their school principal, guidance counselor, or teacher. OSU enrolled minor volunteers must submit a letter of recommendation from their academic advisor or an instructor.
5. **Student Reference Form:** Minor Volunteers must submit a completed and signed Student Reference Form from their teacher, guidance counselor or school principal. (Applies to high school students only.)
6. **Interview:** Applicants will be contacted to schedule a personal interview with the Principal Investigator.
7. **Restrictions:** PIs will impose restrictions on the activities of minor volunteers in labs that are posted for radioactivity. **Minor Volunteers may not use radioactivity.** Principal Investigators with posted labs must complete Radiation Safety Form RS-14 "Acknowledgement of Radiation Exposure: Limitations for a Minor", SECTIONS III and IV, OSU Radiation Safety Guidebook. PIs may impose additional restrictions on the activities of minor volunteers in research labs that use and store other hazardous materials (OSU Safety Management Guidebook). Additional restrictions: \_\_\_\_\_
8. **Safety Training:** All Minor Volunteers are required to take the same Safety Training classes required of regular laboratory employees. All training should be completed by the start date. Attendance must be recorded. Contact the College OSHA Coordinator or Departmental Human Resources with questions on training. No one will be permitted to begin a volunteer assignment without completing required safety training.
9. **Biosafety:** Minor Volunteers may not work in BSL-3 facilities.
10. **Keys:** University keys, card keys, and door codes may not be issued to Minor Volunteers.
11. **Buck-IDs** are not required.

12. **Science Fair Rules:** If the Minor Volunteer is competing in a science fair, the lab must comply with the fair rules (for example, some Science Fair regulations state that students may not handle ethidium bromide or alcohol). The PI must obtain a copy of the entire Science Fair application form, rather than just the signature page. If there is a discrepancy between fair and lab rules, the lab must obey the more stringent rule. Copies of the science fair forms must be given to the academic department and Human Resources.
13. **Health:** Minor volunteers are expected to be in good physical and mental health.
14. **Willingness:** It is understood that the Minor Volunteer will be working primarily in a research laboratory, although other duties related to research may be assigned.
15. **Dependability:** Minor Volunteers are expected to be faithful in attendance, giving notice of planned absences in advance and notifying the employer (PI) of an emergency absence.
16. **Uniform/Personal Protective Equipment:** Minor Volunteers must, when appropriate, wear a full-length lab coat or any other personal protective equipment (PPE) provided by the PI. No high heeled shoes, open toe shoes or sandals, or shorts may be worn in the laboratory. Clothing must cover the entire torso: No bare midriffs.
17. **Transportation:** Minor Volunteers must arrange and provide all transportation to and from the University, and while on University premises.

**Compensation:** The Volunteer understands and agrees that the relationship between the Volunteer and OSU is not that of employer and employee, that he/she shall have no authority to bind or act on behalf of OSU, that he/she is not entitled to receive compensation as a result of his/her activities at OSU, and that he/she is not entitled to any sick leave, vacation pay, retirement benefits, social security, disability benefits, unemployment benefits, workers compensation benefits or any other benefits that OSU provides for its employees.

**Intellectual Property:** In the course of his/her work with the Principal Investigator, \_\_\_\_\_, the Minor Volunteer may acquire information that is the intellectual property of OSU. This intellectual property may consist of unpublished results, know-how, non-patentable information, patentable or other written or orally transmitted information. The Minor Volunteer agrees that no information acquired by the Volunteer during his/her tenure at OSU will be transmitted by the Participant in any form to any third party.

**Patents:** In the event that discoveries result from the Minor Volunteer's efforts at OSU, such discoveries and any resulting know-how, patent application or patent will be the property of OSU. Furthermore, OSU will be the owners of all intellectual property generated by the Volunteer during his/her tenure at OSU. This will include, but will not be limited to, know-how, patent, original data, computer programs and records of work. The timing, extent and content of all publications regarding the results of the activities under this Agreement shall be at the discretion of OSU and the Principal Investigator.

**I understand that my placement as a minor volunteer in a research laboratory in the Department of \_\_\_\_\_ in the College of Biological Sciences will be mutually probationary and that it can be revoked at any time.**

**I also understand the The Ohio State University is not responsible for required vaccinations/tests, illness or injury, or for payment to a physician or emergency department encountered during my volunteer service.**

**The Parent/Guardian agrees to hold OSU, their Regents, officers, agents and employees, harmless from any loss, claim, damage, or liability of any kind involving the Volunteer, which arises out of, or is in connection with the negligence or carelessness on the part of the University, and that relates to this Agreement.**

**I have read the above requirements, understand them, and wish to apply to be a Non-Affiliated Minor Volunteer.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Minor Volunteer)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Principal Investigator)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Department Chair)

**I have read the above information, give my permission for the applicant, a minor, to become a Non-Affiliated Volunteer at the College of Biological Sciences and, on behalf of my minor child, agree to the terms contained herein. I also certify that my child is covered by health insurance.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent/Guardian)

**Return this form to the Department HR administrator. HR administrator: send (1) copy to the Principal Investigator/Faculty Member, and (1) copy to the College of Biological Sciences HR Officer, 105 Biological Sciences Building, 484 W. 12<sup>th</sup> Ave. (292-8772).**

**THE OHIO STATE UNIVERSITY  
COLLEGE OF BIOLOGICAL SCIENCES**

**Minor Volunteer Application**  
High School Student Reference Form

\_\_\_\_\_, who is applying to become a volunteer

Student's Name (please print)

on a research project in the College of Biological Sciences, has the following attributes that demonstrate his/her ability to be a responsible member of a research group:

Describe the reliability and willingness of the applicant. Will he/she be able to commit to volunteering in a research environment?

Has the applicant maintained a C or above?            Yes            No

Has the applicant maintained regular school attendance?            Yes            No

\_\_\_\_\_  
Printed Name of Teacher/Guidance Counselor/School Principal

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
School

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