

DAU 11-5 Volunteering Policy

Policy Code	Policy Name		
DAU 11-5	Volunteering Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Student Affairs - Community Engagement Unit	10/2023	10/2027	

1. Policy Purpose

Volunteering plays a critical role in cultivating a culture of service, engagement, and community. The purpose of this policy is to define the structure within which DAU organizes, implements, and recognizes volunteer activities.

2. Policy Scope

This policy applies to all DAU employees and students volunteering.

3. Policy Statement

Definitions:

1. Voluntary Work: Any effort or task offered by a person voluntarily, without compulsion or reward, aimed at serving the community and its development.
2. Volunteer: Anyone who performs volunteer work freely, without expecting any material or moral compensation.
3. Volunteering Opportunities: Tasks and roles designed by entities providing volunteer opportunities, in accordance with the models approved by the authorities responsible for volunteer work.
4. Supervisory Entities: Entities responsible for the direct technical or administrative oversight of volunteer work, whether in the government or non-profit sector.
5. Beneficiary Entities: Non-profit organizations, whether governmental or non-governmental, that benefit from volunteer work.
6. National Platform for Volunteering: A Saudi platform that provides a secure and organized environment for volunteering by connecting volunteers with volunteer opportunities across the Kingdom.
7. Health Volunteering Platform: An electronic platform for registering volunteers under the supervision of the Health Volunteering Center at the Ministry of Health. The platform connects

entities offering health-related Volunteering Opportunities with individuals interested in providing voluntary health services.

Measurement of performance:

The volunteer rate at DAU during the academic year is calculated by dividing the number of volunteers by the size of the institution, measured using an appropriate influencing factor.

1. Total number of volunteers (students, faculty members and their equivalents, administrative staff) under the supervision of DAU, according to the specified timeframe.
2. Total number of volunteer opportunities under the supervision of DAU, according to the specified timeframe.
3. Total number of volunteer hours under the supervision of DAU, according to the specified timeframe.

DAU Commitments to Volunteering

At DAU, our mission and core values emphasize social responsibility and active engagement with the community. Volunteering—defined as offering one's time, skills, or resources for the benefit of others without seeking financial compensation or academic credit—is an essential part of this commitment. When undertaking volunteer activities at DAU, the following principles apply:

1. DAU recognizes the importance of volunteering in fulfilling its mission. Students, employees, and alumni may represent the University through volunteer work in both internal and external communities.
2. The Community Engagement Unit is the designated authority within DAU responsible for managing volunteer activities, including arranging, selecting, recruiting, training, supervising, and, when required, dismissing volunteers.
3. The University is responsible for ensuring that Volunteer Supervisors are well-informed and prepared to guide volunteers, clarify expectations, and provide appropriate support.
4. Volunteers are expected to uphold ethical behavior consistent with the standards observed by DAU staff.
5. Volunteers are accountable for their actions and may face disciplinary measures—including termination of their volunteer role—if they engage in misconduct or violate University policies and procedures.
6. Any volunteer who acts in violation of the University's policies and procedures will be removed from the volunteering program.
7. Unless prior approval for expense coverage is granted by the Volunteer Supervisor, the University will not reimburse volunteers for costs incurred during volunteer activities, including parking, transportation, mileage, or meals.
8. Volunteers who believe that the volunteer environment presents a danger may refuse to participate or accept only certain tasks.
9. DAU students and staff may participate in a variety of volunteer initiatives, such as Ramadan Iftar events, blanket distributions, hosting orphans and children with special needs on campus, planting activities, and other charitable programs.
10. All volunteering activities conducted by DAU or its students must be recorded in the National Volunteering Platforms.

4. Related Policies/ Documents/ Forms

DAU 11-2 Community Engagement Policy

5. Document History		
Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/ 2023	1 st issue of the Policy
2	11/2025	2 nd issue of the policy