



Volunteer Central Activity Status Terms

The following labels are used for applicants and volunteers in Volunteer Central. It is important that we use terms consistently across the organization, especially when talking about the status of volunteer applicants and volunteers. Please read this document thoroughly to learn what these terms mean in the context of Volunteer Central and when to use them.

Using this guide, staff should change the status of volunteers and applicants as appropriate in the Volunteer Profile tab. When not obvious, please add a note in the Notes and History tab describing the reason for the change of status.

ACTIVITY STATUS TERMS

ACTIVE - GOLD: Volunteer has completed the full Volunteer Selection Process for Gold status, signed the Code of Conduct, and registered in the appropriate program management system (if applicable).

ACTIVE - SILVER: Volunteer has completed the appropriate steps in the Volunteer Selection Process for Silver status and signed the Code of Conduct.

INACTIVE: A formerly active volunteer has not completed annual requirements for the current year. This includes the annual background check, signed the annual Code of Conduct and/or registered in the appropriate program management system (if applicable). A volunteer can be inactive for up to one month before being moved to resigned.

PENDING - GOLD: Applicant is currently in the VSP process. A Gold applicant must complete the application, criminal history, sex offender registry check, personal interview, reference checks and required training units.

PENDING - SILVER: Applicant is currently in the VSP process. A Silver applicant must complete the application, criminal history and sex offender registry check.

ACCEPTED: After reviewing all of the materials gathered during VSP, it is determined the applicant is a good fit as an MSU Extension volunteer. The applicant will not move to Active status until the Code of Conduct has been signed and the individual has registered in the appropriate program management system (if applicable).

DECLINED: After reviewing materials gathered during VSP, a decision was reached that the applicant will not be accepted as a volunteer with MSU Extension.

INCOMPLETE: Applicant is non-compliant with at least three staff requests over the course of one month to complete the remaining steps in VSP. The Volunteer Coordinator should indicate in the Notes and History tab the date and means by which they reached out to the applicant with their requests and the amount of time given to respond before moving to Incomplete.

RESIGNED: Formerly active volunteer has indicated they are no longer planning to volunteer at this time. Volunteer Coordinator should document the reason/circumstances in the Notes and History tab.

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)



For additional information, visit extension.msu.edu

SUSPENDED: Formerly active volunteer has been suspended. They must stop all activities as an MSU Extension volunteer until matters have been investigated and resolved. The Notes and History and Attachments tabs should be used to document reasons for suspension.

TERMINATED: Formerly active volunteer has been removed as an MSU Extension volunteer. They may not serve as a Silver or Gold volunteer or represent MSU Extension in any way. The Notes and History and Attachments tabs should be used to document reasons for termination.

TRANSFER: Temporary status for 4-H volunteers following the data transfer from 4-H Online.

LEAVE OF ABSENCE: Formerly active volunteer is taking a break from service and plans to return. The reason should be listed in the Notes and History tab. To remain in Leave of Absence status, the volunteer must be compliant with annual background check and Code of Conduct requirements.

WITHDRAWAL: Applicant has removed themselves from the VSP process. If a reason is provided by the applicant, it should be documented in the Notes and History tab.

PASSED AWAY: Volunteer is deceased.

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