

Rush's Employee Volunteer Program (EVP)

Frequently Asked Questions

1. Can an employee volunteer at any non-profit organization they choose?

No. All employees must volunteer with one or more of the designed Rush Wide events. These events will work with organizations improving: educational attainment; economic opportunity; physical fitness; mental and behavior health; access to health care and community resources; chronic disease/risk factors; or health education within one or more of our 12 service areas.

Those areas are: Near West Side, West Town, Humboldt Park, East Garfield Park, West Garfield Park, North Lawndale, South Lawndale, Lower West Side, Austin, Oak Park, River Forest and Forest Park.

2. How do I sign up for volunteer opportunities?

You must first complete the online formstack tool (https://rushedu-auvic.formstack.com/workflows/rush_evp_workflow). Please respond to all required questions and most importantly, be sure to enter your correct supervisor's name and email address. This form will then be emailed to your supervisor, and your supervisor **must approve** your request for time off to participate. Approved Formstack documents will be electronically submitted to Julia Bassett and she will provide the needed follow-up documentation. **Note: please review the Rush Employee Volunteer Program Form Guide**

3. Can an employee's request to participate in an "Employee Volunteer Program" event be denied?

Yes. The decision to approve an employee's request to participate in an "Employee Volunteer Program" event during work hours is made at the discretion of the employee's supervisor/manager. Managers should follow their departmental policy/procedures relative to requests for time off as well as consider the operational needs of their department when approving or denying an employee's request to participate.

4. How much notice does an employee have to give their supervisor? The Office of Community Engagement recommends that employees submit their completed EVP form to their supervisor for approval 1-2 weeks prior to the volunteer experience. However, employees should operate according to their departmental policy/procedures relative to requests for time off and/or discuss notice requirements with their supervisor/manager.

5. How will we confirm if individuals completed the volunteer opportunity?

Each Rush/ROPH employee who is participating at one of the designated sites will be required to sign-in at the location that they are participating with.

6. How do supervisors confirm that the employee actually volunteered? The supervisor would contact Julia Bassett at julia_s_bassett@rush.edu to confirm that his/her employee attended and participated with that specific volunteer service opportunity.

7. Where can I find out about upcoming volunteer opportunities in the community?

More information can be found here: <https://www.rush.edu/about-us/rush-community/office-community-engagement/rush-employee-volunteer-program>

8. Who can I contact for more information about the EVP Program?

For more information about the EVP program contact Julia Bassett at julia_s_bassett@rush.edu.