

## VOLUNTEER GUIDELINES

### ANR Credit Card Machine Program Cash/Cash Equivalent Handling:

1. All volunteers handling cash must be formal volunteers as defined in UC ANR Policy and Procedure Manual Section 405. <https://ucanrpolicy.ellucid.com/documents/view/143>
2. Must complete security trainings annually and turn in the certification of completion to the BOC.  
[https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D301804%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D301804%26UserMode%3D0)
3. Must follow all UC ANR policies and procedures on cash handling.

### Credit Card Machines:

1. All volunteers handling credit cards must be formal volunteers as defined in UC ANR Policy and Procedure Manual Section 405. <https://ucanrpolicy.ellucid.com/documents/view/143>
  2. Must complete Credit Card training annually and turn in the certification of completion to the BOC.  
[https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D293058%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D293058%26UserMode%3D0)
  3. Must complete Cyber Security Awareness training and turn in the certification of completion to the BOC.  
[https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D349421%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D349421%26UserMode%3D0)
  4. Must follow all UC ANR policies and procedures on PCI requirements and credit card handling.
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## 4-H Guidelines

### Cash/Cash Equivalent Handling:

1. All volunteers handling cash must be formal volunteers as defined in UC ANR Policy and Procedure Manual Section 405. <https://ucanrpolicy.ellucid.com/documents/view/143>
  - a. Minors at least 11 years old can handle cash if they are in the presence of a formal volunteer who has completed the cash training. The formal volunteer cannot be a family member.
2. Must complete Cash Handling training annually and turn in the certification of completion to the BOC.  
[https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D301804%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D301804%26UserMode%3D0)
3. Must follow all UC ANR policies and procedures on cash handling.
  - a. Any minor at least 11 years of age who will be handling cash will need to read the UC ANR cash/cash equivalent policies and procedures prior to an event and sign they have read.

Credit Card Machines:

1. All volunteers handling credit cards must be formal volunteers as defined in UC ANR Policy and Procedure Manual Section 405. <https://ucanrpolicy.ellucid.com/documents/view/143>
  - b. Minors at least 11 years old can handle credit cards if they are in the presences of a formal volunteer who has completed the credit card training. The formal volunteer cannot be a family member.
2. Must complete Credit Card training annually and turn in the certification of completion to the BOC.  
[https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D293058%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D293058%26UserMode%3D0)
3. Must complete Cyber Security Awareness training and turn in the certification of completion to the BOC.  
[https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D349421%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D349421%26UserMode%3D0)
4. Must follow all UC ANR policies and procedures on PCI requirements and credit card handling.
  - a. Any minor at least 11 years of age who will be handling credit cards will need to read the UC ANR Credit Card Terminal Security policies and procedures and sign they have read.