Volunteer Request Form

Purpose: This form is to be used by a Department, in order to request a Volunteer.

Procedure:
1. The Department Head should complete the Requesting Department Section and then forward the form to the Human Resources Department.
2. Once the Human Resources Department reviews and approves the form, they will notify both the Department Head and the Division Vice President.
3. **It is important to note that no Volunteer is authorized to work until the above steps have been completed.**

Requesting Department Section

Department: _____ Immediate Supervisor: _____

Volunteer's Status (check one):   New Volunteer   Returning Volunteer

Volunteer's Name: _____ Email Address: _____

Address: _____ Phone #: _____

Assignment Starting Date: _____ Assignment Ending Date: _____

Description of Duties to be Performed:

Terms & Conditions for the Use of Volunteers

1. A Volunteer is an individual who does not receive compensation or remuneration for any of his or her activities within a Department.
2. The purpose of a Volunteer is to assist a department in carrying out their mission.
3. Volunteers may not perform essential duties normally assigned to bargaining unit employees.
4. The number of hours per week assigned to a Volunteer shall be no more than an average of thirty-five (35) hours over the course of their assignment.
5. A Volunteer's assignment can last no longer than a semester (ie: Fall, Spring, or Summer) before a new Volunteer Request Form will need to be submitted.

Signatures Agreeing to Above Terms & Conditions:

Department Head: _____ Date: _____

Dean (if applicable): _____ Date: _____

Division Vice President: _____ Date: _____

Human Resources Department Section

Check Once Completed: Background Investigation   Banner ID Created   Email Department Notifications
                            Prepare Volunteer Appointment Letter

Associate VP for Human Resources Approval: _____ Date: _____