



# 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 Human Resources.
2. Once Human Resources 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

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

Chief Human Resources Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_