

Volunteer Request Form

I am requesting approval to obtain a Volunteer(s) for the following date(s) and event:

Date and Description of Event:	Click here to enter text.
Reason for Requesting a Volunteer:	Click here to enter text.

I understand that I am accountable for ensuring the Volunteer is a responsible party who will uphold the values, reputation, service-level and quality of work expected at this University.

I understand the use of a Volunteer cannot displace or reduce the hours worked by regular employees.

I understand it is my responsibility to review the Volunteer Waiver form with the Volunteer and to provide the original, signed copy to Human Resources prior to the date of the volunteer event.

I understand it is my responsibility to ensure a criminal background check release form is completed by the Volunteer and returned to Human Resources. I understand that results will be held to the same standards as other university employees.

I understand that the Volunteer will receive no pay, benefits or other privileges of employment of any kind for their services. I further understand that the Volunteer is not eligible for worker's compensation benefits if injured or becomes ill as a result of the volunteer work and is not eligible for unemployment compensation benefits when the volunteer assignment ends.

I CERTIFY THAT I HAVE EXPLAINED THE ABOVE TO THE VOLUNTEER AND THAT I HAVE NOT PROMISED THE VOLUNTEER THAT HE/SHE WILL RECEIVE A PAID POSITION AS A RESULT OF THE VOLUNTEER WORK.

Requestor's Name (print)

Requestor's Signature

Date

As the supervisor for this department, I have reviewed the above information with the person requesting a Volunteer and approve this request.

Department Head's Name (print)

Department Head's Signature

Date

As the division head of this department, I have reviewed the above information with the person requesting a Volunteer and approve this request.

Division Head's (print)

Division Head's Signature

Date