



# Non-Faculty Volunteer Appointment Form

**INSTRUCTIONS:** To complete this form on-line, place your cursor at the beginning of the first shaded space, type, and tab to the next shaded space. The hiring department completes Section I. The volunteer completes Section II. When the form is complete and all signatures have been obtained, make a copy for the volunteer. The volunteer may use their copy to complete Section III and follow instructions if campus conveniences are desired. The department sends the original to the Employee Services Office (Salazar, Second Floor). **Incomplete forms will not be accepted and will be returned to the hiring department for completion.**

| SECTION I: POSITION INFORMATION TO BE COMPLETED BY HIRING DEPARTMENT             |   |  |
|--|---|--|
| Department: Student Involvement  | Effective Date: 9/1/18                  | Termination Date*: 5/31/19             |
| Supervisor: Rob Smith  | Extension: x3949                        |  |
| Appropriate Administrator: Mo Phillips   | Extension: x2804                        |  |
| Assignment and Summary of Duties: Driving myself and members to and from events. |   |  |
| Will the volunteer work with minor children?                                     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Will the volunteer drive a vehicle on University business?                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Will the volunteer travel on University business?                                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Appropriate Administrator: _____   |   | Date: _____                            |

| SECTION II: VOLUNTEER EMPLOYEE INFORMATION TO BE COMPLETED BY VOLUNTEER  |  |
|--|--|
| Volunteer Employee Name:   | <input type="checkbox"/> SSU Staff <input type="checkbox"/> SSU Student <input type="checkbox"/> Other |
| Date of Birth:   | Phone Number:  |
| Address:   | City, State, Zip:  |
| Emergency Contact Name:  | Phone Number:  |
| Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| This is to acknowledge that I desire to volunteer my services, performing duties similar to those listed above and that services rendered by me will be at the direction of the above named supervisor. I will not be compensated for these services. I understand that I serve at the pleasure of my supervisor. In addition, this confirms that I have received notification of my benefits, rights, and responsibilities under Worker's Compensation. |  |
| Signature of Volunteer: _____  | Date: _____  |

| SECTION III: CAMPUS CONVENIENCES FOR VOLUNTEER EMPLOYEES   |                         |
|--|-------------------------|
| If you ARE receiving academic or professional credit at SSU or any other institution, or if you are a University student, staff, or faculty member, you are <b>not</b> eligible for campus conveniences as a volunteer employee. If you are NOT receiving academic or professional credit for volunteering, nor a University student, staff, or faculty member, then you are eligible for the following campus conveniences: |                         |
| <ul style="list-style-type: none"> <li>Library Privileges: Take your copy of this completed form to the University Library.</li> <li>Parking Permit: Complete the following information and take your copy of this completed form to Police Services (located in the Sonoma Building in Verdote Village).</li> </ul>   |                         |
| Vehicle Make/Model:  | Vehicle License Number: |
| Signature of Volunteer: _____  | Date: _____             |

\* A current volunteer does not need to complete a new appointment form if the current assignment was made in accordance with previous appointment policy instructions and if all information is current.