



Processing Instructions for Volunteer Forms

When a department determines that the services of a volunteer will be necessary a volunteer form is initiated. <http://humboldt.edu/forms/node/350>

The form must be completely filled out and signed by the volunteer before forwarding to the appropriate administrator for his/her signature.

If a volunteer is under age 18, the supervisor, volunteer and the volunteer's parent/guardian must be made aware of the work restrictions as set forth in the guidelines for the employment of minors. Risk Management will contact the supervisor and the supervisor is responsible for contacting the minor and his/her parent/guardian.

http://www.calstate.edu/HRAdm/Policies/employment_policies.shtml

After the appropriate administrator signs and dates the form indicating approval, the original form is forwarded to Risk Management.

If a volunteer will need to drive on university business, Risk Management will fax the completed form to Facilities Management. The volunteer will need to complete the online defensive driving course prior to driving on university business. <http://training.humboldt.edu/>

For more information regarding the California State University Volunteer Policy please see the following link <http://humboldt.edu/forms/node/76>