



VOLUNTEER APPOINTMENT FORM

Volunteer's Name: _____ SS#: _____

Are you 18 yrs. of age or older? ☐ Yes, ☐ No. If No, provide birth date? _____

U.S. Citizen? ☐ Yes, ☐ No. If No, what visa are you on? _____

Address: _____

Tel. #: _____ E-mail: _____

Whom to Notify In Case of an Emergency:

Name: _____ Relation: _____

Address: _____

Tel. #: _____ E-mail: _____

This is to acknowledge that I desire to volunteer my services in

_____, performing the duties
Department/Office/Project
outlined in the attached document entitled* _____.

Position Title
* Attach brief outlines of the volunteer's tasks and required qualifications (HR will classify the position – see below)

I will render such services at the direction of

Name(s) of Supervisor(s)

It is understood that I will not be compensated for these services.

Volunteer's Signature/ Date

Supervisor's/Manager's Signature/ Date

Please note that each volunteer must fill out the attached form and submit it to his/her supervisor on the 16th & the last day of each month. Supervisor is to confirm volunteer hours and submit form to Finance.

For HR Use: Effective Dates of Appointments: (Volunteers may be appointed indefinitely)

From: _____ / _____ /20____ To: _____ / _____ /20____

Job Classification: _____ Job Hourly Rate: _____