

VOLUNTEER WORK REQUEST 2020-2021

Definition of a volunteer: "Someone acting without legal obligation; a participant in something who is not legally bound to participate and does not expect to be paid."

Directions: Volunteers complete Part I. **Fingerprint clearance and TB work clearance is required** of all volunteers. Human Resources will provide paperwork. **Board Policies are available here.**
 No volunteer may begin college volunteer activities until this form is completed and approval has been given by the Human Resources Office.

PART I		COMPLETED BY VOLUNTEER			
Name:		Birthdate:			
Mailing Address:					
City:		State:		ZIP:	
Home Phone:		Cell Phone:			
Email Address:					
Current employee at Cuesta?	<input type="checkbox"/> Yes (if yes, what department _____)			<input type="checkbox"/> No	
Current student at Cuesta?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If you checked "No" to the above two questions, please fill out the following information for a parking permit:					
Vehicle License:		Vehicle Make/Model:			
Vehicle Color:		Vehicle Year:		Driver's License #:	
<input type="checkbox"/> I have read Board Policies 3410, 3430, 3720 (found on the Human Resources page link above)					
I certify that all the information I have provided above is true and complete to the best of my knowledge. I understand that I will not be paid for this professional volunteer assignment.					
Volunteer (Print name):				Date:	
Volunteer's Signature:					
Parent/Guardian Signature (if volunteer is under 18):				Date:	
PART II		COMPLETED BY REQUESTING DEPARTMENT			
Requesting Department:					
Volunteer services to assist with:					
Earliest Preferred Start Date:		End Date:			
Supervisor (Print name):				Date:	
Supervisor Signature:					
Approving Manager (Print name):				Date:	
Approving Manager's Signature:					
PART III		COMPLETED BY HUMAN RESOURCES			
Legal Name:		Banner ID:			
<input type="checkbox"/> Fingerprints <input type="checkbox"/> TB Test <input type="checkbox"/> Social Security Card <input type="checkbox"/> Driver's License <input type="checkbox"/> Employment Data Form					
<input type="checkbox"/> The volunteer named on this form has completed and submitted all of the required paperwork.					Units:
Human Resources Signature:				Date:	
PART IV		COMPLETED BY PUBLIC SAFETY			
Volunteer parking permits may be issued to volunteers of the college. Approval is required by Public Safety.					
Department:	Time Period Valid Through:	Permit #	NO CHARGE		
Public Safety Approval:				Date:	