

The following information to be completed by the Sponsoring Department

Sponsoring Department: _____

SLCC Official who will be in charge of the volunteer (name and title): _____

General dates of service for volunteer: _____

Position and duties volunteer will be assigned:

The Sponsoring Department will need to submit an OIT computer access form with the volunteer form, if computer access is needed. If a criminal background check is needed the Sponsoring Department contacts HR to make arrangements. If it is anticipated that the Volunteer will drive as part of the performance of his or her volunteer duties, the Sponsoring Department must obtain special approval from SLCC Risk Management.

By submitting this form the Sponsoring Department approves the volunteer's services, agrees to supervise the volunteer's activities, and to notify Human Resources when the individual is no longer in a volunteer capacity.

Department Approver: _____ Date _____

Title: _____

Human Resource Approval

The above volunteer is accepted and approved by Human Resources.

HR Approver: _____ Date _____

Title: _____

S# Generated _____ Entered by: _____

Original: Personnel file
Cc: Department