



AUTHORIZATION FROM HUMAN RESOURCES REQUIRED PRIOR TO COMMENCING WORK

Volunteer Information		
Name: _____		SFSU/EMPL ID#: _____
Are you an SFSU: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> CalPERS Annuitant <input type="checkbox"/> No Affiliation		
Are you under age 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date of Birth: _____ (mm/dd/yyyy)	
Address: _____ <small>Street, Apt # City, State Zip Code</small>		
Home Phone#: _____	Mobile: _____	
Emergency Contact		
Name: _____	Home Phone#: _____	Mobile: _____
Address: _____ <small>Street, Apt # City, State Zip Code</small>		

Description of Volunteer Services		
Department: _____	Prepared By: _____	Ext: _____
Supervisor: _____	Ext: _____	Email: _____
Dates of Service: _____	Begin: _____ (mm/dd/yyyy)	End: _____ (mm/dd/yyyy)
Description of Essential Functions: _____ _____		
Are any Licenses or Certifications required to provide these services? <input type="checkbox"/> YES <input type="checkbox"/> NO *If Yes, list with expiration and attach copy. _____		
Volunteers of any type are not permitted to drive on University business. Is the volunteer to receive reimbursement (i.e. bus/taxi fair, etc.) for University related travel expenses? <input type="checkbox"/> YES <input type="checkbox"/> NO *If Yes, please provide volunteers Social Security Number: _____		

Volunteer Certification	
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. Further, I understand that I serve at the discretion of my supervisor.	
Signature: _____	Date: _____

Approval (Signatures)		
_____ _____		
Dean/Director/Administrator	Signature	Date

Human Resources USE ONLY	
Reviewed and Recommended for service as a volunteer. _____	Initials of HR Director/Manager
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
VP Human Resources, Safety & Risk Management Signature: _____	Date: _____