



VOLUNTEER REQUEST FORM

UNC is committed to providing a safe environment for work, study and outreach and to upholding the reputation and integrity of the university. Background checks are required for new volunteers and for those returning who have a break in service of one year or more. If an issue arises during the background check, the university may decline volunteer work.

Each department must evaluate the services that a Volunteer will be expected to provide to be certain that the Volunteer is not being used to displace regular employee types or circumvent normal University and/or State of Colorado hiring procedures. Providing services that are for and directly related to the business of the university or in support of activities of the university.

Individuals in Volunteer positions are not employees of the university. Either party may terminate volunteer status at any time. Individuals in these positions are not eligible for university benefits.

To create a volunteer position, the requesting department must complete all information on the *Volunteer Request Form* and obtain all appropriate information. Once the form is complete, submit the *Volunteer Request Form* along with the following completed forms to Human Resources, Carter Hall, Room 2002 before the start date.

NOTE: Volunteers must complete the following documents when volunteering if there is a break in service of one year or more.

- *Background Check Authorization and legible copy of driver's license*
- *Waiver of Liability form*

If you have any questions regarding this process, contact Human Resources at 970-351-2718.

· VOLUNTEER INFORMATION ·

Name:

Bear #:

· DEPARTMENT CONTACT INFORMATION ·

Department Name:

Building/Room #:

Campus Box:

Contact Person:

Supervisor:

Supervisor Phone:

Org for Tracking:

Job

Title: *Volunteer*

Employee Class: *VV*

Start Date:

End Date:

Hours per Week:

List assigned duties and justification for using a volunteer:

· ATTACHED DOCUMENTS ·

***Personal ID must be submitted for all volunteers.**

- Volunteer has worked at UNC within one year – all of the below information is currently on file
- Waiver of Liability
- Background Check