

## Non-Faculty Volunteer Appointment Checklist

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|---|------------------------------|---|
| 1. Will volunteer teach, coach or assist with teaching/coaching of students?  | <input type="checkbox"/> Yes | Complete Faculty Volunteer Appointment Form and submit to Faculty Affairs Office.   |
|   | <input type="checkbox"/> No  | Complete <u><a href="#">Non-Faculty Volunteer Form</a></u> below and submit to HR Office.   |
| 2. Is the volunteer under 18?   | <input type="checkbox"/> Yes | Submit <u><a href="#">Parent Consent Form</a></u> with volunteer paperwork.<br><br><i>If volunteer is younger than 14, HR will contact supervisor to review additional work restrictions.</i> |
|   | <input type="checkbox"/> No  | Go to Section 3   |
| 3. Will volunteer's assignments include driving?  | <input type="checkbox"/> Yes | Submit a copy of driver's license with volunteer paperwork.<br><br>Have volunteer complete the online <u><a href="#">Defensive Driving Training</a></u> .                                     |
|   | <input type="checkbox"/> No  | Go to Section 4   |
| 4. Will volunteer drive a personal vehicle?   | <input type="checkbox"/> Yes | Complete <u><a href="#">State of California Authorization to Use Privately Owned Vehicles on State Business (Form 261)</a></u> and submit with volunteer paperwork.                           |
|   | <input type="checkbox"/> No  | Go to Section 5   |
| 5. Will volunteer's assignments include any of the following:   | <input type="checkbox"/> Yes | Volunteer will need to clear background screening before starting their assignment.   |
| <ul style="list-style-type: none"> <li>✓ working with minors</li> <li>✓ handling cash</li> <li>✓ access to Personal Confidential Information (PCI)</li> </ul> |                              | HR will initiate screening and inform department when the volunteer has been cleared to start their assignment.   |
| <ul style="list-style-type: none"> <li>✓ access to controlled substances/chemicals</li> <li>✓ access to master keys</li> </ul>                                | <input type="checkbox"/> No  |   |

Submit all volunteer paperwork to HR