

- | | | |
|---|------------------------------|--|
| 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 Non-Faculty Volunteer Form below and submit to HR Office. |
| <hr/> | | |
| 2. Is the volunteer under 18? | <input type="checkbox"/> Yes | Submit Parent Consent Form with volunteer paperwork.

<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 |
| <hr/> | | |
| 3. Will volunteer's assignments include driving? | <input type="checkbox"/> Yes | Submit a copy of driver's license with volunteer paperwork.

Have volunteer complete the online Defensive Driving Training . |
| | <input type="checkbox"/> No | Go to Section 4 |
| <hr/> | | |
| 4. Will volunteer drive a personal vehicle? | <input type="checkbox"/> Yes | Complete State of California Authorization to Use Privately Owned Vehicles on State Business (Form 261) and submit with volunteer paperwork. |
| | <input type="checkbox"/> No | Go to Section 5 |
| <hr/> | | |
| 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. |
| <input checked="" type="checkbox"/> working with minors
<input checked="" type="checkbox"/> handling cash
<input checked="" type="checkbox"/> access to Personal Confidential Information (PCI) | | HR will initiate screening and inform department when the volunteer has been cleared to start their assignment. |
| <input checked="" type="checkbox"/> access to controlled substances/chemicals
<input checked="" type="checkbox"/> access to master keys | <input type="checkbox"/> No | |

Submit all volunteer paperwork to HR