**Non-Faculty Volunteer Appointment Checklist**

1. **Will volunteer teach, coach or assist with teaching/coaching of students?**
   - □ Yes: Complete Faculty Volunteer Appointment Form and submit to Faculty Affairs Office.
   - □ No: Complete [Non-Faculty Volunteer Form](#) below and submit to HR Office.

2. **Is the volunteer under 18?**
   - □ Yes: Submit [Parent Consent Form](#) with volunteer paperwork.
     
     *If volunteer is younger than 14, HR will contact supervisor to review additional work restrictions.*
   - □ No: Go to Section 3

3. **Will volunteer’s assignments include driving?**
   - □ Yes: Submit a copy of driver’s license with volunteer paperwork.
     
     Have volunteer complete the online [Defensive Driving Training](#).
   - □ No: Go to Section 4

4. **Will volunteer drive a personal vehicle?**
   - □ Yes: Complete [State of California Authorization to Use Privately Owned Vehicles on State Business (Form 261)](#) and submit with volunteer paperwork.
   - □ No: Go to Section 5

5. **Will volunteer’s assignments include any of the following:**
   - ✓ working with minors
   - ✓ handling cash
   - ✓ access to Personal Confidential Information (PCI)
   - ✓ access to controlled substances/chemicals
   - ✓ access to master keys
   - □ Yes: Volunteer will need to clear background screening before starting their assignment.
     
     HR will initiate screening and inform department when the volunteer has been cleared to start their assignment.
   - □ No: Submit all volunteer paperwork to HR