

Volunteer Authorization Request

Definition: A volunteer performs supplemental services beyond those offered by District employees.

Directions: This form must be completed by the individual overseeing the volunteer and approved by the Dean and/or Manager and Associate Dean of Human Resources prior to beginning volunteer service.

Board Policy 5800

Volunteer Information			
Name:	Last	First	MI
Address:	Street Address	City, State	Zip
Phone #:		Email:	
Assignment Information			
Volunteer Supervisor:		Work Location/Dept.:	
Dates of volunteer service: / / to / /			
Brief description of the duties or project the volunteer will be performing:			

SIGNATURES:

By signing below, I agree to abide by all Monterey Peninsula College policies and procedures.		
Volunteer Name	Signature	Date
Person supervising volunteer	Signed	Date:
Approval by Dean/Manager	Signed	Date
Approval Associate Dean of HR	Signed:	Date:

CC: Below

VP Admin Services
 Supervisor
 Volunteer