

Cheyney University of Pennsylvania

Policies and Procedures

Number: 2002-2003 – 03 – HR

Subject: Volunteer Procedures

Section: Human Resources

I. Purpose:

The purpose of this document is to provide uniform guidelines for tracking persons functioning as volunteers at Cheyney University of Pennsylvania.

II. Process:

Any person functioning as a volunteer at Cheyney University of Pennsylvania must be registered as a volunteer with the Office of Human Resources. The person must complete the “Volunteer” form, have it signed by the person that he/she will be reporting to, and deliver the form to the Office of Human Resources. The form will be kept on file in the Office of Human Resources for record-keeping purposes. The person to whom the volunteer is reporting should notify the Office of Human Resources immediately when a person discontinues his/her volunteer service with Cheyney University of Pennsylvania.

III. Procedures:

- Enter the date that you are completing the form
 - Enter your name (last name first)
 - Enter your social security number
 - Enter your address, city, state, zip code and telephone number
 - Enter the department in which you work and telephone extension number
 - Enter the name of the person that you report to and telephone extension number
 - Enter the duties that you will be performing as a volunteer
 - Read the statement at the bottom of the document
 - Sign and date the form
 - Have the person that you report to sign and date the form
 - Deliver the form to the Office of Human Resources
 - The person that you report to should notify the Office of Human Resources immediately when you complete your volunteer service
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Replaces: N/A

Approved by:

Effective Date: November 1, 2002

Volunteer Form

(Please Print)

Date: ____/____/____

Last Name: _____ First Name: _____

Social Security #: _____ - ____ - _____ (optional)

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: (____) ____ - _____

Department Being Served: _____

Telephone Extension #: _____

Reports To: _____

Telephone Extension #: _____

Service and responsibilities being performed (briefly describe):

I understand that I am a volunteer for Cheyney University of Pennsylvania. I will not receive monetary compensation for the duties and responsibilities that I perform at the university, and Cheyney University of Pennsylvania is under no obligation to hire me as a paid employee.

Volunteer's Signature _____ Date ____/____/____

Reports To Signature _____ Date ____/____/____

HR USE ONLY: Start Date: ____/____/____ End Date: ____/____/____ Letter Sent: ____
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Distribution: Volunteer
Person Volunteer Reports To
Office of Human Resources