



The University Corporation  
San Francisco State

Room ADM 361  
1600 Holloway Ave.  
San Francisco, CA 94132

ucorp.sfsu.edu

### VOLUNTEER APPLICATION FORM

Receiving pay or any other compensation: YES NO Contractor / Consultant with SFSU: YES NO

*If you answered yes to either question, you do not meet volunteer criteria.*

FIRST NAME		LAST NAME			FUND / PROJECT NUMBER
STREET ADDRESS		CITY	STATE	ZIP	PRIMARY PHONE #
DATE OF BIRTH		SFSU UIN		EMAIL ADDRESS	
SFSU AFFILIATION?  NO YES		CHOOSE ONE:  FACULTY STAFF STUDENT			

### EMERGENCY CONTACT

NAME		ADDRESS		PRIMARY PHONE #
IS A DRIVER'S LICENSE REQUIRED FOR VOLUNTEERING?		YES	NO	If yes, complete Verification of Driver's License of proof of Automobile Insurance
IS TRAVEL REQUIRED AS PART OF RESPONSIBILITIES REQUIRING REIMBURSEMENT:		YES	NO	
REQUIRED LICENSES, CERTIFICATIONS, ETC:				EXPIRATION DATE(S):

This is to acknowledge that I desire to volunteer my services and perform the duties listed above. I understand that services rendered by me will be at the direction of the named supervisor and/or designee and will not be compensated. Furthermore, I understand that I serve at the discretion of my supervisor and/or designee.

**Confidentiality of Records:** I acknowledge that information contained in my volunteering must be maintained in a confidential manner. I understand that as a volunteer of an office that has access to records in computer information systems or any other source, I am required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information in any such system may compromise the integrity of the system or otherwise violate individual rights of privacy and/or constitute a criminal act. Distribution and/or reproduction of any record or information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this information is punishable by fine and/or imprisonment. Further, I understand University computer systems are for the use of authorized use only. I acknowledge and agree to the preceding confidentiality.

I acknowledge that I cannot start volunteer duties until notified by Department Supervisor.

I have read and understand the [California State University Volunteer Policy](#).

Are you under the age of 18? NO YES – If YES, attach Parental Release Form

VOLUNTEER SIGNATURE	DATE:
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**VOLUNTEER APPLICATION - DEPARTMENT/SUPERVISOR INFORMATION**

**INSTRUCTIONS FOR SUPERVISORS:** Submit completed Volunteer Application Forms to UCORP HR, ADM 361. After review by HR, an email notification will be sent to the Supervisor advising them of the Volunteer’s status. If approved, it is the Supervisor’s responsibility to contact the Volunteer to start the assignment. Submitted forms are not returned, so be sure to keep a copy for your records. If you have any questions, contact Mark Angstman at angstman@sfsu.edu.

<b>DEPARTMENT:</b>	<b>SUPERVISOR NAME:</b>		
<b>PHONE NUMBER:</b>	<b>EMAIL:</b>		
<b>START DATE:</b>			<b>END DATE:</b>
<b>ASSIGNMENT &amp; SUMMARY OF DUTIES:</b> <small>(attach additional sheet if needed)</small>			

**BACKGROUND REQUEST CHECKLIST - MUST BE COMPLETED BY SUPERVISOR\***  
**LIVE SCAN (FINGER PRINTING) REQUIREMENTS - WILL THE VOLUNTEER:**

Be in a sworn CSU Police Personnel Position (California Government Code §1029 and 1031)?	YES	NO
Be in a Police Officer Cadet Position (California Government Code §1029 and 1031)?	YES	NO
Be in direct contact with minor children at a camp operated by the CSU (Education Code §10911.5)?	YES	NO
<i>The CSU is clarifying that campuses may conduct a search of the sexual offender registry for volunteers who will have regular or direct contact with minors.</i>		
Be in a position with access to stored criminal offender record information (11 CCR §703 and 11 CCR § 707) ?	YES	NO
Be in a position with access to patients, drugs or medication (California Labor Code § 432.7)?	YES	NO

**BACKGROUND CHECK REQUIREMENTS – WILL THE VOLUNTEER:**

Be in a position with access to Level 1 Data (protected, private or sensitive information, working with minors)?	YES	NO
<i>The background check must be concluded and the results reviewed and approved by HR prior to start of volunteer.</i>		

Supervisor Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Dean/Chair/Administrator Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

**HUMAN RESOURCES ONLY**

<b>DESIGNATED HR RESRESENTATIVE REVIEW:</b>		<b>DATE:</b>	
<b>REASON FOR DENIAL:</b>			

\*A background check (including criminal records check & fingerprinting) may need to be completed before any volunteer can be considered with the UCorp. Failure to complete the background check satisfactorily may affect the volunteer’s status or current UCorp volunteers who apply for a position. There is a possibility that said volunteer may need to be a mandated reporter.