

How to authorize a Volunteer

A volunteer is defined as an individual who provides services by personal choice without financial gain.

Responsibilities of Manager/Supervisor Accepting the Volunteer Services:

1. Complete the Volunteer Service form and obtain appropriate signatures.
2. Direct volunteer to complete all forms in the New Volunteer Packet.
3. Send Volunteer Service Form and all documents in the New Volunteer packet to Samantha Vo.
4. Direct volunteer to obtain the fingerprints and tuberculosis clearance included in the New Volunteer Packet.

(Fingerprints and tuberculosis form applies to outside volunteers ONLY. Student volunteers do NOT need fingerprints and tuberculosis).

Link: [New Volunteer On-boarding Packet](#)

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