



Notice Of Volunteer Services

Date:

Volunteer Section:

First Name: **Last Name:**

Address:

City: **State:** **Zip:** **Date of Birth:**

Volunteers must be at least 18 years old

Have you ever been convicted of any criminal offense? (this includes felony/misdemeanors) Yes No

Explain offense and disposition
(attach additional sheet if necessary)

If yes, list the date of the offense:

Offense date:

As a volunteer, I agree to abide by all applicable rules and regulations of Mt. San Jacinto College and guidelines of this unit and to fulfill the volunteer responsibilities to the best of my ability. I understand that I will receive no monetary benefits in return for the volunteer service that I provide and that the college may terminate this agreement at any time without prior notice. I confirm that all information listed above is true and accurate.

Volunteer Signature: _____

Instructions:

*Volunteers **MUST** be at least 18 years old. Volunteers may not perform bargaining unit work (i.e., duties that the district employs permanent employees to perform). Once the Notice of Volunteer Services form has been completed and signed, make two (2) copies of the form. Forward the original to Human Resources, retain one copy for your files and provide a copy to the volunteer.*

Please Note: Human Resources approval is required **PRIOR** to allowing volunteers to begin services. Approval or denial notifications will be forwarded to the Dean.

Please list the duties to be performed

Duties Start Date:

Duties End Date:

I hereby authorize the above named individual to work as a volunteer in the following area:

Area Dean : Signature: _____ Date: _____

Human Resources Section:

Approved by: _____ Date: _____

This volunteer will appear on the following board agenda: Date: _____