

Request to Appoint Volunteer

Please review the policy and procedure to appoint volunteers before completing this form (see back).

Volunteer status is subject to review and approval by the Department Chair/Director, and The Office of Human Resources before any individual can begin as a volunteer.

First Name: _____ Last Name: _____

Volunteer Phone: _____ Volunteer Email Address: _____

Unit/Program/Department: _____ Department Supervisor: _____

Start Date: _____ End Date: _____ **(Note: 1 year maximum)**

New Volunteer: _____ Returning Volunteer: _____ Current Student: _____

Provide specific description of responsibilities and activities the volunteer will perform: _____

Will this position require operation of motor vehicle for College purposes? _____ Yes _____ No

If so, for what purpose? _____

Additional Needs (Check all that apply): _____ Parking Pass _____ Email _____ Keys _____ ID Card

Other: _____

Volunteer Certification:

Emergency Notification: Contact Name: _____ Phone: _____

Are you over the age of 18? _____ Yes _____ No (if under the age of 18, working papers are required)

Are you an international student or visitor _____ Yes _____ No

If yes, is this volunteer appointment a violation of your visa status? _____ Yes _____ No

Volunteer Authorization:

Volunteers with campus privileges may be eligible for parking, email, library, telephone, campus ID and computer systems access. These services are authorized and obtained by the department utilizing the volunteer. These services are not granted until Human Resources has appointed the volunteer in their system. Volunteer paperwork should be submitted at least two weeks before volunteer starts. Appointment maximum is one year; may submit request annually. Any changes in location, responsibilities, etc., within the volunteer appointment period should be reported to Human Resources.

Volunteer Acknowledgment:

Please review the Public Officer's Law at <https://ethics.ny.gov/sites/g/files/oe1281/files/documents/2017/09/public-officers-law-74.pdf> as you will be required to certify below that you have viewed this document. Volunteers are expected to respect the privacy of their colleagues and the confidentiality of the College. All new volunteers are subject to a background investigation and shall not begin volunteer service until the investigation is complete.

On behalf of the faculty, staff, and students at SUNY Morrisville thank you for your contributions as a volunteer to the College. Volunteers, like you, are essential to both the quality of the College's programs and to the breadth of experiences available to our students. We are thankful for your commitment of time and effort on behalf of SUNY Morrisville.

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Dean/Director Signature: _____ Date: _____

Definition:

Volunteers provide direct service in support of SUNY and its programs without remuneration.

Volunteers must be properly appointed and recorded since they are covered under the Worker's Compensation Law should they be injured while performing their volunteer duties. In addition, Section 17 of the Public Officers Law provides that the NYS Attorney General will defend these volunteers should they become involved in litigation that pertains to an incident involving their volunteer duties as long as the volunteers did not intentionally engage in wrong doing. Therefore, the direct service must be clearly outlined and described. An employee of a State or local government may not volunteer to his own agency services of the same type the employee is employed to perform. If individuals are paid or sponsored through their own employer, then they are not eligible to be a SUNY volunteer, since their own employer would provide the coverage described above.

Volunteer status does not authorize privileges, such as an ID card, email account or parking.

Policy:

Appointment maximum is one year; may submit request annually. Any changes in location, responsibilities, etc. within the volunteer appointment period should be reported to Human Resources.

Special policies apply to minors under 18 years of age. For guidelines, contact Human Resources.

Human Resources
Brooks Hall, 3rd Floor
315-684-6038

Minors must also present appropriate working papers along with the Volunteer Request Form.

The approval of volunteers working in a laboratory, field and/or with hazardous materials will also be subject to review.

Volunteer status does not grant authority to drive a State vehicle. Those volunteers driving vehicles must adhere to SUNY policy for operating motor vehicles. Contact Physical Plant for guidelines for requesting the use of a State vehicle.

Process:

One form must be used for each volunteer; complete all information in order to process.

Form requires signatures from Supervisor and Department Chair/Director before submitting to The Office of Human Resources.

Supervisor will be notified of approval or denial of volunteer status.