



## Green Thumb/Contractor form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Unit/Program/Department: \_\_\_\_\_ Department Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

New: \_\_\_\_\_ Returning: \_\_\_\_\_

Provide specific description of responsibilities and activities the Green Thumb/Contractor 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: \_\_\_\_\_

### **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

### **Green Thumb/Contractor Authorization:**

*Green Thumb/Contractors 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 received and approved. Paperwork should be submitted at least two weeks before person starts. Appointment maximum is one year; may submit request annually. Any changes in location, responsibilities, etc., within the appointment period should be reported to Human Resources.*

*On behalf of the faculty, staff, and students at SUNY Morrisville thank you for your contributions to the College.*

Green Thumb/Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_