

NORTHERN MICHIGAN UNIVERSITY
VOLUNTEER APPROVAL REQUEST
(Complete this form each time a volunteer position is filled)

Department Division Date

Briefly describe duties of volunteer position:

Volunteer Position Title

Length of time in position: _____

Check appropriate box for work schedule
☐ Days
☐ Nights
☐ Weekends

From To

Number of hours agreed to work per week _____

VOLUNTEER AGREEMENT:

I agree to provide services to Northern Michigan University as a volunteer and fully understand that I will not receive any compensation or in-kind payments for the services rendered. I also agree to adhere to all policies, work rules, health and safety rules and standards of Northern Michigan University in the performance of my duties as a volunteer.

Volunteer's Name (Please Print) Volunteer's Signature Date

Home Address City State Zip Code

Home Telephone Number Drivers License Number

A brief description of skills and training, and previous work experience:

Requested by: _____
Department Head's Signature Date

Approved by: _____
Associate Director of Human Resources Date

Please refer to procedures below.

VOLUNTEER APPROVAL REQUIREMENTS

- A. Volunteer positions are not to be used for the displacement or replacement of present employees of the University or for the training of individuals for anticipated regular Northern Michigan University positions. It is not to be used to replace Northern Michigan University student employees, high school student employees or temporary employees. It is expected that the individuals filling volunteer positions have the expertise required to fully perform the duties and responsibilities.
- B. Procedure:
1. The Volunteer Approval Request must be completed for each volunteer position to be filled.
 2. The request must be signed by the department head who initiates the procedure and by the volunteer.
 3. The signed request is forwarded to the Associate Director of Human Resources for approval prior to placing the volunteer in the position.

Approved copies will be distributed as follows:

Original	Retained by the Human Resources Department
Copies:	1. Department Head
	2. Division Head
	3. Volunteer

- C. Volunteer Parking:

Volunteers driving an automobile on-campus must call the Public Safety and Police Services Department, 227-2151 before or immediately after reporting for an assignment. Give the individual answering the phone your **name, make of automobile, license number, where parked on campus** (it is requested parking be in the faculty/staff lots – see map attached) **the name of the department you are assigned to work, and how long it is expected you will work there.** Be sure to mention you are working as a volunteer. If you fail to call, you will be responsible for tickets issued. The Public Safety and Police Services Department will determine what type of permit is required, if any.