



APPLICATION FOR VOLUNTEER SERVICES

Assignment and Responsibilities

Assigning Department(s):

Description and dates of services for volunteer appointment:

start date: ___/___/___ end date: ___/___/___

Division/Department Authorization

Please identify College services required for this voluntary appointment:

___ Parking ___ Campus Keys ___ Telephone Account ___ Library ___ E-mail ___ Campus ID Card

___ Other (please specify): _____

Authorized Appointment Period: ___/___/___ to ___/___/___

Department Supervisor's Signature **Date**

Provost or Vice President's Signature **Date**

Recommendation on voluntary appointment is: Approved Disapproved
(Please provide comments if approval is denied and return to the supervisor)

Personal Information

Last Name	First Name	Middle Initial	
Street Address	City	State	Zip
* Social Security Number (this is needed if you plan to access campus services)			Telephone
<small>*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to the Internal Revenue Service Code. The Social Security Number is required to verify your identity.</small>			
Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently a SUNY Geneseo student? <input type="checkbox"/> Yes <input type="checkbox"/> No			

SUNY Geneseo
Application for Volunteer Services

Emergency Contact

_____ Last Name	_____ First Name	_____ Middle Initial	_____ Relationship
_____ Street Address	_____ City	_____ State	_____ Zip
_____ Home Telephone #		_____ Work Telephone #	

Volunteer Authorization

I hereby authorize the College to investigate all aspects of my employment/educational/criminal history.

Volunteer's Signature

Date

Human Resources Authorization

Application for Voluntary Appointment is: Approved Disapproved
(Please provide comments if appointment is denied and return to the supervisor with a copy to the Vice President)

Assistant Vice President for Human Resources Signature

Date

Human Resources: Oath of Office card Appt Letter ID card
 SUNY HR Background Investigation Release

c: Supervisor
Vice President