



## 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

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

\*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.

Are you a citizen of the U.S.?     Yes     No    Are you currently a SUNY Geneseo student?     Yes     No

**SUNY Geneseo**  
**Application for Volunteer Services**

**Emergency Contact**

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