



Employee Volunteer Program Approval Form

Step 1 *Completed by employee and supervisor*

Employee name: _____ Employee ID: _____

Campus department: _____

Date of service: _____ ☐ 2 hours ☐ ½ day ☐ 1 day

Signature of employee: _____ Date: _____

Approved by: _____ Date: _____
Supervisor

Volunteer Organization: _____

Step 2 *COPY submitted to Volunteer Services PRIOR to volunteering* *(213 Arts Administration Building)*

Received by: _____ Date: _____
Volunteer Services

Step 3 *Completed by organization*

I verify that the above information is correct and that the employee did not receive any compensation for their efforts.

Signature: _____ Date: _____

Printed Name: _____

Title: _____ Phone: _____

- ☐ Department copy
- ☐ Volunteer Services Dept – 213 Arts Administration Building

UMSL Employee Volunteer Program Approval Form Instructions and FAQ's

Directions for Approval Form

- Step 1** To be completed by employee and supervisors
- Step 2** **Submit a COPY of the form to Volunteer Services (213 Arts Administration Building) prior to Volunteering. This will assist us in community relations and will document employees working off campus.**
- Step 3** On the day of service have the organization's representative complete this section.

Keep a copy for yourself and forward a copy to Volunteer Services

FAQ's

Who can volunteer?

All full time (non-probationary) UMSL staff can participate in this program.

How can I volunteer?

UMSL staff members are given up to eight hours/year of paid time to volunteer from the approved listing of volunteer organizations. The time must be pre-approved by the employee's supervisor, taken in two-hour, half-day or whole-day increments and must not interfere with the regular workload. Employees will be given time to volunteer during regular working hours (Monday - Friday) and will be asked to provide signed documentation from the organization upon the completion of their service hours.

Where can I volunteer?

A listing of approved volunteer organizations is available to each employee and posted on the Employee Volunteer Program section of the Volunteer Services website.

How do I track my hours?

Volunteer hours are tracked utilizing the leave request process in Time and Labor (i.e. added as an additional option to pull-down choices of sick leave, personal leave, etc.). The following code should be used:

Monthly employees - VRM- Volunteer at Ext Org Monthly

Bi-weekly employees - VLH- Volunteer at Ext. Orgs Hourly