

VOLUNTEER AND CONSENT FORM



Definition – A volunteer employee is an individual who performs duties or provides services without compensation by the Cal Poly Pomona Foundation, Inc. for a short period of time to fulfill needs of the campus community. University faculty, staff, or students may fit within this category if services, when provided, were also not paid for by the University or ASI nor classified as Reimbursed or Assigned Time. Valuation of volunteer time (used for cost-sharing) shall be consistent with positions paid for similar work by the Foundation. If the volunteer time is being counted as matching contributions for a Foundation sponsored project but not for compensation, a Cost Sharing Timesheet will need to be completed after the services have been performed; check website for form: www.foundation.csupomona.edu

This form must be completed and approved prior to any volunteer duties performed. Completed forms must be submitted to the Foundation Director of Human Resources, Building 55.

Name: _____
Last Name First Name MI

Address: _____
Street, Apt # City State

Home Phone Number: (____) _____ Cell Phone Number: (____) _____

Emergency Contact: _____ (____) _____

Volunteer work for Department: _____

Volunteer work under the direction of: _____ (____) _____

Start date of volunteer duties: _____ Ending date of volunteer duties: _____
(Period may not exceed a six month period)

Time of volunteer work to start: _____ AM/PM Time of volunteer work to end: _____ AM/PM

Assignments/Summary of Duties: _____

This is to acknowledge that I desire to volunteer my services, performing duties similar to those listed above. I understand that there will be no compensation for my services provided during the dates named above from either Cal Poly Pomona Foundation or California State Polytechnic University, Pomona.

Signature of Volunteer

Date

Approved by: Foundation Director of Human Resources or Designee

Date

NOTE: Approval is required for Foundation Volunteers who may need to drive Foundation owned vehicles. Approval is required from the Foundation Director of Human Resources **prior** to any volunteer assignments that involve driving. Foundation volunteer employees **can not** drive State owned vehicles. For requirements, please contact Foundation Director Human Resources at 909-869-2958 or General Business Manager at 909-869-2910.