

STATE UNIVERSITY OF NEW YORK  
College of Environmental Science and Forestry  
Office of Human Resources

**REQUEST FOR PRIVILEGES FORM at SUNY ESF**

Please review the policy and procedure to appoint volunteers before completing this form (see next page).  
Volunteer status is subject to review and approval by Human Resources before any individual can begin as a  
volunteer. \*Required Fields

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_ \*DOB: \_\_\_\_\_ \*Campus Phone Ext: \_\_\_\_\_

\*Unit/Program/Department: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

\*Campus Location(s) (Building(s)/Room(s): \_\_\_\_\_ (or indicate off-campus location): \_\_\_\_\_)

**\*Person Status:**

Approved College Volunteer (date of HR approval of volunteer) \_\_\_\_\_

Approved College non-paid Adjunct (date of Adjunct Appointment Letter from College President) \_\_\_\_\_

Approved College Guest-Purpose of Guest: \_\_\_\_\_

Approved Visiting Scholar \_\_\_\_\_

\*Start Date: \_\_\_\_\_ \*End Date: \_\_\_\_\_

(For volunteers and adjuncts must match approval date)

\*Please indicate which privileges are requested and for what purpose:

ESF (SU) ID Card \_\_\_\_\_ ESF Email Account \_\_\_\_\_

Temporary Parking Pass at Standard Lot \_\_\_\_\_

*To obtain your parking permit, please go to SUNY ESF Citizen Portal ([tocite.net](http://tocite.net)), create an account under the log in portal. You will be required to enter and upload the following required documents: vehicle registration, vehicle insurance, DL and your SUNY ESF ID will be optional. Once you have received an approval of permit email, you may then come to 218 Bray Hall for pick up, Monday – Thursday, between 8:00am – 3:30pm. If you have any questions, please contact [parking@esf.edu](mailto:parking@esf.edu)*

**\*Print Supervisor Name** \_\_\_\_\_

**\*Supervisor Signature** \_\_\_\_\_ **\*Date** \_\_\_\_\_

**\*Chair/Director Signature** \_\_\_\_\_ **\*Date** \_\_\_\_\_

*Forward form to Amanda Bascombe (x6611) in Human Resources at 216 Bray Hall. Human Resources will review status and send notification to supervisor of privileges approved and process to obtain.*

**Human Resources Review | Privileges approved/denied:**

ESF (SU) ID Card      Approved      Denied (reason for denial) \_\_\_\_\_

ESF Email Account      Approved      Denied (reason for denial) \_\_\_\_\_

ESF Temporary Parking Pass      Approved      Denied (reason for denial) \_\_\_\_\_

\_\_\_\_\_  
(Human Resources Representative)      Date: \_\_\_\_\_

**Definition: Volunteers provide direct service in support of SUNY and its programs without remuneration.**

Volunteers must be properly appointed and recorded since they are covered under the Worker's Compensation Law should they be injured while performing their volunteer duties. In addition, Section 17 of the Public Officers Law provides that the NYS Attorney General will defend these volunteers should they become involved in litigation that doing.

**Therefore, the direct service must be clearly outlined and described.** An employee of a State or local government may not volunteer to his own agency services of the same type of the employee is employed to perform. If individuals are paid or sponsored through their own employer, then they are not eligible to be a SUNY volunteer, since their own employer would provide the coverage described above.

**Volunteer status does not authorize privileges, such as an ID card, email account or parking. To request privileges, please complete a Request for Privileges Form at SUNY ESF.**

**Policy:**

- Appointment maximum is one year; may submit request annually. Any changes in location, responsibilities, etc., within the volunteer appointment period should be reported to Human Resources.
- Special policies apply to minors under 18 years of age – contact Amanda Bascombe for guidelines (x6960). Those minors must also present appropriate working papers along with the Volunteer Request Form.
- The approval of volunteers working in a laboratory, field and/or with hazardous materials, will also be subject to review by the Environmental Health and Safety Office. (Human Resources will arrange for this review prior to approval of volunteer).
- Volunteer status does not grant authority to drive a state vehicle. Those volunteers driving vehicles must adhere to SUNY policy for operating motor vehicles. Contact Physical Plant at x6588 for guidelines for requesting the use of State vehicle.
- Volunteers providing direct service in support of a Research Foundation grant must complete the **Request to Appoint Volunteer of Research Foundation at SUNY ESF** form. SUNY ESF Faculty who volunteer in the summer should complete the **Appointment of Academic-Year Faculty member as a VOLUNTEER in the summer** form.

**Process:**

- One form must be used for each volunteer; fill in all the blanks as all the information is necessary to process. Please make sure to save the completed form to your computer because the form will not save online.
- Fill out form by tabbing to (or clicking on) the shaded fields and entering text; or click in the appropriate check box.
- Print out form for signatures; both Supervisor and Chair/Unit Head are required.
- Approval is subject to review by the Office of Human Resources. Supervisors will be notified of approval or denial of volunteer status.