

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.**

First Name: _____ Last Name: _____ DOB: _____

Unit/Program/Department: _____ Campus Phone Ext.: _____

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 _____

ESF Temporary Parking Permit _____

Print Supervisor Name _____

Supervisor Signature _____ **Date** _____

Chair/Director Signature _____ **Date** _____

Forward form to Angel Petrie in Human Resources at 216 Bray Hall. Human Resources will review status and send notification to supervisor of privileges approved and process to obtain. Contact Angel at 6611 with any questions.

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 Permit Approved Denied (reason for denial) _____

_____ **Date** _____

(Human Resources Representative)

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 pertains to an incident involving their volunteer duties as long as the volunteers did not intentionally engage in wrong 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 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 Tammi Kincella for guidelines (x6813). 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 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 a 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 blanks as all 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. Supervisor will be notified of approval or denial of volunteer status.