



REQUEST TO APPOINT VOLUNTEER of Research Foundation for 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 Vice President for Research, Campus Operations Manager, Department Chair/Director, and The Office of Human Resources before any individual can begin as a volunteer.

Last Name: _____ First Name: _____

Unit/Program/Department: _____ Campus Phone (ext): _____

Project/Task/Award: _____ Full-Time or Part-Time Volunteer? Full-Time Part-Time

Start Date: _____ End Date: _____ *(Note: one year maximum)*

Campus Location(s)/Building(s)/Room(s): _____

Is Volunteer being paid/sponsored by his/her own employer/organization? No Yes
(if yes, cannot be a volunteer since coverage is through that employer/organization)

Is Volunteer living in college-provided/paid lodging (rented, leased, etc.)? No Yes

Is Volunteer displacing a Research Foundation employee at SUNY-ESF? No Yes *(if yes, cannot be a volunteer)*

What specific service to Research Foundation at SUNY-ESF is the Volunteer performing? _____

Is the Volunteer working in a laboratory, field and/or with hazardous materials? No Yes
(if yes, volunteer request will be reviewed by Environmental Health and Safety Office prior to approval)

Provide description of responsibilities and specific activities: _____

Will there be a cost to the grant resulting from this position? No Yes

If yes, how much and why? _____

Will this position require operation of motor vehicle for the grant? No Yes *If yes, see next page regarding driving State vehicles.*

If yes, for what purpose? _____

Who is the vehicle owner (ex: individual, SUNY-ESF, Research Foundation, other)? _____

Volunteer Certification

Emergency Notification: Contact/Name: _____ Phone #: _____

Are you over the age of 18? Yes No (if under the age of 18, working papers are required)

Important: For international students or visitors, it is your responsibility to ensure that the volunteer appointment is not in violation of your visa status. If you are unsure if this action might be in violation of your status or if you are engaging in this volunteer appointment as part of OPT or CPT, you must contact the ESF Coordinator of International Education at ois@esf.edu before filling out the rest of this form.

Are you an international student or visitor? No Yes

If yes, is this volunteer appointment a violation of your visa status? No Yes

Volunteer Signature: _____ Date: _____

Print Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Department Chair/Director Signature: _____ Date: _____

Vice President for Research or Designee Signature: _____ Date: _____

Campus Director Operations Manager or Designee Signature: _____ Date: _____

Complete and return to:
 Office of Human Resources
 ATTN: Angel Petrie
 216 Bray Hall
 315-470-6611(phone)
 315-470-6953 (fax)

Office of Human Resources Review:

Approved by: _____ Date: _____

Denied by: _____ Date: _____

Reason for denial: _____

Revised 9.25.20

Definition:

Volunteers provide direct service in support of Research Foundation grants without remuneration

Volunteer status carries certain liability coverage for the Research Foundation and volunteer, therefore the direct service must be clearly outlined and described.

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 - For guidelines, contact:

Office of Human Resources
216 Bray Hall
ATTN: Angel Petrie
315-470-6611

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 315-470-6588 for guidelines for requesting the use of a State vehicle or visit:

<http://www.esf.edu/physicalplant/vehicles.htm>

For the following forms, visit: http://www.esf.edu/hr/hiring/appointment_forms.htm

- Volunteers providing direct service in support of SUNY-ESF (non-Research Foundation grant), must complete:
Request to Appoint Volunteer of at SUNY-ESF form.
- SUNY-ESF Faculty who volunteer in the summer should complete:
Appointment of Academic-Year Faculty member as a VOLUNTEER in the Summer form.

Process:

One form must be used for each volunteer; complete all information in order to process.

Print form for signatures (form requires both Supervisor and Department Chair/Director signatures before submitting to The Office of Human Resources).

Approval is subject to review by the Vice President for Research, Campus Operations Manager, and The Office of Human Resources.

Supervisor will be notified of approval or denial of volunteer status.