

## REQUEST TO APPOINT VOLUNTEER 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 the Department Chair/Director, Vice President for Research (if applicable), and The Office of Human Resources before any individual can begin as a volunteer.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Unit/Program/Department: \_\_\_\_\_ Campus Phone (ext): \_\_\_\_\_

Full-Time or Part-Time Volunteer?:       Full-Time       Part-Time

Campus Location(s)/Building(s)/Room(s): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ *(Note: one year maximum)*

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 displacing an ESF employee?       No       Yes (if yes, cannot be a volunteer)

What specific service to 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 College resulting from this position?       No       Yes

If yes, how much and why? \_\_\_\_\_

Will this position require operation of motor vehicle for College purposes?       No       Yes

If yes, for what purpose? \_\_\_\_\_

*See next page regarding driving State vehicles*

**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 [oi@esf.edu](mailto:oi@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: \_\_\_\_\_

*\*If volunteer is involved in Research in a lab or in the field at SUNY ESF, VPR signature required:*

Vice President for Research Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete and return to:**  
Office of Human Resources  
ATTN: Amanda Bascombe  
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 1.2.24

***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 For guidelines, contact:

Office of Human Resources  
216 Bray Hall  
ATTN: Amanda Bascombe  
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: Vehicle Request Form. [HR Forms](#)

- Volunteers providing direct service in support of a Research Foundation grant, must complete:

Request to Appoint Volunteer of Research Foundation 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, if applicable, and The Office of Human Resources.

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