



INSTRUCTIONS

No Volunteer should start without clearance.

The information contained in this form shall be used in connection with all volunteer activities for the Los Angeles Community College District.

Volunteer: Complete Section 1, forward this form to the volunteer service area supervising administrator and forward your Live Scan Form and Volunteer Report of Convictions form to the Campus Personnel Office.

Supervising Administrator: Complete Administrative Use Section and forward to the Campus Personnel Office.

Campus Personnel Office: Forward this form to the ESC Human Resources Office; forward the Live Scan Form and the Volunteer Report of Convictions Form to the Office of Employer Employee Relations for review.

No volunteer shall commence activity prior to getting full clearance by Human Resources.

For INTERNS: Please see HR Form R-331B (Do NOT use this form)

SECTION 1. VOLUNTEER APPLICANT INFORMATION

NAME _____ DATE OF BIRTH _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE _____ ALTERNATE TELEPHONE _____

EMERGENCY CONTACT _____ ADDRESS _____ PHONE NO. _____

VOLUNTEER SIGNATURE _____ DATE _____

FOR ADMINISTRATIVE USE ONLY

VOLUNTEER DESCRIPTION (TO BE COMPLETED BY SUPERVISING ADMINISTRATOR)

DEPARTMENT _____ LOCATION _____

CONTACT PERSON/IMMEDIATE SUPERVISOR _____ CONTACT PHONE _____

DESCRIPTION OF VOLUNTEER ACTIVITIES (PLEASE ELABORATE): _____

DATES NEEDED: FROM _____ TO _____

I HAVE REVIEWED THE DESCRIPTION OF DUTIES AND CONFIRM THAT THE AFOREMENTIONED VOLUNTEER WILL NOT BE PARTICIPATING IN THE DUTIES OF ANY BARGAINING UNIT EMPLOYEES.

VICE PRESIDENT OR DESIGNEE PRINTED NAME _____ DATE _____

VICE PRESIDENT OR DESIGNEE SIGNATURE _____

HEAD OF HUMAN RESOURCES USE ONLY

Clear:	Do not clear:	Approved by/Date:
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