



VOLUNTEER INFORMATION FORM

Volunteers provide essential services to many Chico State Enterprises (CSE) programs, and we are pleased to welcome you as a valued member of the campus community.

To support your volunteer activities, CSE must maintain certain information, including your emergency contact, the type of service you provide, and your volunteer hours. This form allows you to designate your emergency contact and describe your service.

You will also receive a Volunteer Time Record to track your hours. Please record your hours and submit the completed form to your supervisor at the end of your appointment, or, for ongoing roles, at the end of each quarter. If you volunteer for more than one year, you must update your volunteer paperwork annually.

Thank you for your cooperation and for your contributions to the University community. We hope your volunteer experience is rewarding.

Volunteer's Name Home Phone Email Address (personal)

Current Address (Street) City, State, Zip Code

Permanent Address (Street) City, State, Zip Code

Emergency Contact Person (Name) Relationship Contact Phone

Contact Address (Street) City, State, Zip Code

Are you a current employee of CSU, Chico, or Chico State Enterprises? Yes No
If yes, who is the employer and where do you work?

This is to certify that I desire to volunteer my services and acknowledge that I will not be compensated for these services. I also understand that, as a volunteer, I am not covered under employee benefit programs including workers' compensation. I understand that I serve at the pleasure of my Director/Supervisor.

Description of Duties of Volunteer:

Will your volunteer role require you to drive two or more times per week? Yes No
Projected Hours of Service per Week: Start Date: End Date: (cannot exceed one year)
Will you require a CSUC email account? Yes No If yes, please provide your Chico State ID
CSE HR may call for your SSN in the event that there is no CSUC ID# previously issued to you.

(Volunteer's Signature) (Date)

(Project Director's Signature) (Date)

(Project Name) (Project Number)

CSE Analyst Signature Date Chico State Enterprises HR Signature Date