

# CHICO STATE ENTERPRISES VOLUNTEER INFORMATION FORM

Volunteers provide essential services to many of Chico State Enterprises' Projects and Agencies and we wish to welcome you as valued members of the campus community.

Chico State Enterprises needs to have information available concerning your volunteer activities. This includes information regarding who to contact in case of emergency, the kind of service you are performing, and the number of hours you volunteer. This form will allow you to identify your "Emergency Contact" and the kind of service you perform. In addition, you will receive a "Volunteer Time Record" sheet on which you may keep track of the hours you work. We ask that you record your hours and return the time record sheet to your supervisor at the end of your appointment, or, if you are an on-going volunteer, at the end of each quarter. If you will be volunteering for more than one year, you will be required to complete new volunteer paperwork each year.

On behalf of Chico State Enterprises, we would like to thank you for your cooperation and hope that you find your volunteer services to the University community very rewarding.

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Volunteer's Name	Home Phone	Email Address (personal, not CSUC)
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: \_\_\_\_\_

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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)

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CSE Analyst Signature _____	Chico State Enterprises HR Signature _____
Date _____	Date _____