

**REQUEST FOR EMPLOYEE TO SERVE AS VOLUNTEER**

Name: \_\_\_\_\_ Personnel Number \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Description of Volunteer Opportunity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I understand that my duties as a volunteer must be separate and distinct from my regular employment and must not be the same type of services I perform in my employment. My volunteer duties must be completed either outside of my regular work hours or while I am on annual or personal leave.
- I understand that I will not be covered by worker's compensation while performing my volunteer duties and that I will bear responsibility for the treatment costs for any injury sustained during the performance of my volunteer duties.
- Volunteer work for \_\_\_\_\_ Calendar Year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Department Head

Date: \_\_\_\_\_