

HIRING VOLUNTEERS AND COURT REFERRALS

Although employment paperwork does not need to be completed on volunteers and court referrals, they do require some formal paperwork be completed prior to them starting to volunteer.

Volunteers must complete either an Authorized Volunteer Form—Student & Non-Student (available from Human Resources) or an Authorized Volunteer Form—Court Referral (available from Student Employment). Recently added to this paperwork is an emergency notification form and a criminal history form. Fingerprinting may be required.

These forms must be filled out by the volunteer, signed by the supervisor, and given to the Human Resources Department prior to the volunteer beginning to volunteer any hours.

Court Referrals MUST bring their green referral form to the Student Employment Office prior to beginning to volunteer. Hours volunteered by court referrals prior to registering with the Student Employment Office are not counted toward their community service hours.

Court Referral Volunteers may only volunteer at locations that have been pre-authorized by the College and the Court Referral Office.

Authorized Volunteer Forms (Student and Non-Student and Court Referral): Volunteers must complete either an Authorized Volunteer Form—Student & Non-Student (available from Human Resources) or an Authorized Volunteer Form—Court Referral (available from Student Employment). These forms must be filled out by the volunteer, signed by the supervisor, and given to the Human Resources Department prior to the volunteer beginning to volunteer.