

**CAMPUS VOLUNTEER ENROLLMENT FORM**

Date of Request \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone (\_\_\_\_)\_\_\_\_\_ Work Phone (\_\_\_\_)\_\_\_\_\_

Social Security \_\_\_\_\_

Position Title \_\_\_\_\_

Start Date \_\_\_\_\_ Estimated End Date \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE CALL:

\_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

I agree to hold Mt. San Antonio College harmless for injuries or damages caused by my negligence or willful act(s) while engaged in my volunteer service of Mt. San Antonio College.

I understand that by serving in some positions in the District, I may be exposed to blood or other potentially infectious materials which may place me at risk of acquiring the Hepatitis B Virus (HBV) and/or other infectious diseases. The College recommends that I seek immunization against the Hepatitis B Virus (HBV). I understand that I should check with my manager for further information.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Dean/Department Manager

\_\_\_\_\_  
Date

## **MANAGERS' RESPONSIBILITIES**

### **Complete a Campus Volunteer Enrollment Form for each volunteer.**

Forms are available from Administrative Services, Building 4, Room 105. A form must be completed and returned to Administrative Services prior to the start of the volunteer's assignment.

#### **Exceptions**

A Campus Volunteer Enrollment Form does not need to be completed if:

- 1) the volunteer is a current student at Mt. San Antonio College.
- 2) the individual is a member of any of the organizations listed below and that individual's name is listed on the organization's membership roster at the time volunteer services are provided to the District. These organizations include:

Mt. San Antonio College Foundation officers, associates and committees  
District Advisory Committees  
Mt. San Antonio College Regional Arts Council  
Mt. San Antonio College Relays Committee  
American Association of University Women  
Delta Kappa Gamma

Please contact the Office of Human Resources, ext. 4225 if you have any questions concerning this information.