

TO: Human Resources Office

FROM: _____
(Department Chair or Director)

DATE: _____

SUBJECT: **VOLUNTEER SERVICE**

Volunteer's Name _____
(include middle initial for computer account)

Volunteer's Home Address _____

Volunteer's Social Security Number _____

Department _____

Voluntary Capacity _____

Period of Time He/She Will Work _____

Cost to Campus _____

Appropriate Vice President

Date