

Description of Volunteer Service

A department interested in the services of a volunteer must submit this form to Human Resources for review and approval. Once approved, all new volunteers are required to complete a Volunteer Information form, submit to a background check, and sign a Volunteer Agreement form. Returning volunteers with less than a one year break in service are simply required to complete a new Volunteer Information form annually.

Name of prospective volunteer(s):

Period of volunteer services (up to one year): start date

end date

Estimated number of volunteer service hours (per volunteer). Choose the most relevant time frames:

weekly

monthly

semester

academic year

Department for which volunteer services will be provided:

Bowdoin College employee(s) to whom Volunteer(s) will report:

Specific location(s) at which volunteer services will be provided:

Volunteers are not essential to the functioning of the program and do not have a significant role in its administration.

Volunteer services to be provided:

Completed by (Department Representative):

Print Name:

Date:

Phone:

E-mail: