

EDUCATION AND TRAINING

Please list any relevant education and training, skills, experience you have:

EMERGENCY CONTACT

Name	Address	Phone #
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I certify that all statements in this application are true. I also agree that if I am accepted as a volunteer, I will abide by all regulations of Michigan Technological University.

(Signature)

(Date)

DEPARTMENT RESPONSIBILITIES

It is the responsibility of the individual unit to ensure that volunteers are aware of the unit's rules and regulations and comply with them. Volunteers must have the necessary training and/or supervision to safely carry out volunteer work. Depending on the particular function performed, the volunteer must meet appropriate license requirements and have a good driving record. Michigan Tech departments must keep records of volunteer names, dates of service(s), and services performed. Departments or units are responsible for proper screening, engagement, and training of volunteers.

DEPARTMENT MUST COMPLETE:

Will any of the following be present during this voluntary service?

Infectious materials (bacteria, viruses, human blood, etc)	Yes	No
Chemicals	Yes	No
Contact with Minors	Yes	No
University Computer Access	Yes	No
After Hours Building Access	Yes	No
Driving University Vehicle	Yes	No

NOTE: If working with minors, money, confidential student, employee, health or financial information, a background check is needed. Submit Authorization for Release of Information for Background Check to Heidi Reid (hereid@mtu.edu).

If Yes was answered to any of the above, the department must contact the appropriate individuals listed below to schedule training associated with each of the above activities.

Biosafety – David Dixon, Biosafety Officer, 487-2131, dcdixon@mtu.edu

Chemical Safety – Jeff Lewin, Chemical Safety Officer, 487-3153, jclewin@mtu.edu

Contact with Minors – Sarah Schulte, General Counsel, 487-2318, shschult@mtu.edu

Computer Access – Dave Hale, Chief Information Security Officer, 487-1727, ddh@mtu.edu

Building Access – Brian Cadwell, Chief of Public Safety & Police Services, 487-2216, bjcadwel@mtu.edu

Driving University Vehicles – Sarah Schulte, General Counsel, 487-2318, shschult@mtu.edu

DEPARTMENT APPROVALS:

Department Sponsor: _____
Print Name Signature Date

Graduate Advisor: _____
(If Applicable) Print Name Signature Date

Department Chair/: _____ Director
Print Name Signature Date

NOTE:

If the volunteer will be working with minors, especially in an unsupervised environment, a consent to obtain a background check is also required.

Will the volunteer be working with minors? YES NO

If yes, please contact Heidi Reid in the General Counsel's Office, hereid@mtu.edu or 906-487-2229, to obtain a consent to background check form.

Provide one copy of this agreement to the Office of General Counsel (hereid@mtu.edu), and the original to Human Resources (humanresources@mtu.edu).

Department must retain a copy of this agreement for three years from the end of service.

See Training Checklist on next page