Before completing this form, please review the guidelines for volunteer appointments at [https://hr.buffalostate.edu/volunteer-appointment-guidelines](https://hr.buffalostate.edu/volunteer-appointment-guidelines%20). Please contact Human Resources with any questions.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Volunteer Information:** | | | | | | | | | | | | | | |
| Salutation | Last Name | | | | | | First Name | | | | | Middle Initial | | |
| Street Address | | | City | | | | | | | State | | | Zip Code | |
| U.S. Citizen?  Yes  No | | If no, type of Visa: | | | |  | | | | | | | | |
| Retired Public Employee?  Yes  No | | | | | If yes, Retirement Date: | | | |  | | Retirement System: | | |  |
| Previous/Current New York State Service?  No  Yes, at: | | | | | | | |  | | | | | | |
| Current student at Buffalo State College? | | | | Yes  No | | | |  | | | | | | |

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| **Volunteer Appointment Details:**  **New appointment**  **Renewal of existing volunteer appointment** | | | | |
| Department | |  | | |
| Volunteer’s Supervisor Name | |  | | |
| Describe the assignment and responsibilities including the nature of the work to be performed: (provide job description if available and/or additional page if necessary) | | |  | |
| Qualifications of the proposed volunteer | | |  | |
| Effective Date |  | | End Date |  |

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| --- |
| **Required Forms (for new appointments only):** |
| The volunteer is subject to a background check. Please provide them with a copy of the policy and the authorization release form, available at <https://hr.buffalostate.edu/pre-employment-background-screening>. Other required forms are available at <https://hr.buffalostate.edu/forms>. Upon approval of this form, the volunteer shall receive a letter detailing their appointment.  [Authorization Release for Pre-Employment Background Investigation Form](https://hr.buffalostate.edu/sites/hr.buffalostate.edu/files/uploads/Documents/background_check_authorization_form.docx)  [Oath of Office](https://hr.buffalostate.edu/sites/hr.buffalostate.edu/files/uploads/Documents/dos1690_buffalostate2024.pdf)  [Application for Volunteer Services](https://hr.buffalostate.edu/sites/hr.buffalostate.edu/files/uploads/Application_For_Volunteer_Services.docx)  Copy of picture ID |

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| **Approvals:** | | | | | | |
| 1. Supervisor/Department Head/Chair |  | Date |  | 3. Provost/Vice President |  | Date |
| 2. Dean/Director/AVP |  | Date |  | 4. Human Resource Management |  | Date |
| **Distribution:** Provost/VP, Supervisor/Dept Head/Chair, Dean/Director/AVP, HRM, Payroll, Prof.Dev. | | | | | | |

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