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. |

Rev. 10/2024