

**This form must be completed by the Supervisor**

Is the volunteer a current student? \_\_\_\_ Yes \_\_\_\_ No

If Yes, are the proposed activities part of their academic program and education? \_\_\_\_ Yes \_\_\_\_ No

If **Yes**, STOP. This does not constitute volunteer service and there is no need to complete the volunteer process.

If **No**, continue below.

**Will the proposed volunteer service be with any of the following programs? YES NO**

- Home Instruction for Parents of Preschool Youngsters (HIPPPY)
- Hillsborough HIPPPY Parent Involvement Project (HHPIP)
- Early Steps
- Campus Recreation
- USF Cyber Camp
- Band Camps
- Da Bull Reed Camps
- Boule Internship Program
- Child Language Intervention Laboratory/Education Research CBCS
- Rightpath Center Core Research Team - Research team in public and private schools and organizations
- Urban Scholars Outreach Program
- Dr. A.N.V Gurukulam Program
- USF Pre-College
- Upward Bound
- Silver Child Development Center
- Pediatric HIV/AIDS Program
- The Rothman Center for Pediatric Neuropsychiatry
- ALS Studies
- Pediatric Myasthenia Gravis (MG) Clinical Trial
- Referral Center
- The Department of Pediatrics

\*NOTE: If you answer yes to any of the above, the volunteer will need to submit to a level 2 Background Check

**Does the proposed volunteer service involve any of the following? YES NO**

Human Subjects Research? NOTE: This will require at least a Level 1 background check

- If Yes, does the Human Subjects Research include:
  - Interaction with minors or other vulnerable populations?
  - Access to Protected Health Information (as defined under HIPAA) and/or Sensitive Identifiable Information?

Note: If Yes to either of the above, the volunteer will need to submit to a Level 2 background check.

Use of Hazardous materials or procedures? (Volunteer may be subject to USF Policy #6-038)

\*NOTE: If yes, additional documentation and training may be required, per University policies and procedures.

Operate a vehicle transporting 16 or more passengers, transporting hazardous materials, or utilizing equipment with a gross weight of 26,001 or more pounds?

\*NOTE: If Yes, a commercial driver's license and substance abuse testing may be required by federal law.

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**Description of Duties of Volunteer Service:**

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**Volunteer Acknowledgment of Duties:**

By signing below you are verifying that the duties listed above have been reviewed by you, the Volunteer, and that you agree to complete these duties during your volunteer appointment with the University

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposed Dates of Volunteer Service:**

Start Date: \_\_\_\_\_ End Date\*: \_\_\_\_\_

\*Volunteer Extension Request Form must be submitted for service extending past August 6th

**Supervisor Approval:**

I certify the volunteer service will not displace a paid position.

I certify that the volunteer is not otherwise employed by USF to perform the same types of duties as those listed above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Email: \_\_\_\_\_

-----THIS SECTION IS FOR CENTRAL HUMAN RESOURCES USE ONLY-----

**Approved Dates of Volunteer Service:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Please return copies of the Volunteer Service Application and Volunteer Appointment Forms to Central Human Resources, SVC 2172 or email Volunteerservice@usf.edu. Questions: 813-974-2970