

**REQUEST TO HIRE VOLUNTEER(S)**

**Assignment and Responsibilities**

**Requested by:** \_\_\_\_\_

**Assigning Department:** \_\_\_\_\_

**Number of Positions:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Position Description:** \_\_\_\_\_

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

**Department Authorization**

**Please identify College services required for this voluntary appointment:**

\_\_\_\_\_ **Campus ID**

\_\_\_\_\_ **Email**

\_\_\_\_\_ **Other:** \_\_\_\_\_

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Director's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President's Signature**

\_\_\_\_\_  
**Date**