

VOLUNTEER PROCEDURE CHECK LIST

Step 1 - Submit Volunteer Program Application and Position Description(s)

_____ Submit to PCSU (attn: Cliff Morden cmorden@hawaii.edu or fax 956-4710) your project's Volunteer Program Description and Volunteer Position Description(s)

_____ You will be notified by PCSU (Cliff Morden) when your volunteer program is approved and you can then proceed to solicit/submit volunteer applications.

Step 2 - After approval of program – submit Volunteer Applications

(Send original forms to: Lynnette Kinoshita c/o Dept of Botany/PCSU 3190 Maile Way St. John Rm 408 Honolulu HI 96822; for copies may also email to lynnkino@hawaii.edu or fax 956-4710)

1. Single Activity Volunteer

_____ **Project:** Position Description is issued to volunteer

_____ **Volunteer:** Single Activity Volunteer Application Form (project completes the boxed portion of form) (need original form)

_____ **Volunteer:** Assumption of Risk and Release/Medical Consent Form (need original form)

2. Regular Volunteer

_____ **Project:** Position Description is issued to volunteer

_____ **Volunteer:** Regular Volunteer Application Form (need original form)

_____ **Volunteer:** Assumption of Risk and Release/Medical Consent Form (need original form)

_____ **Volunteer:** WH-1 Form If non-US citizen will need a copy of visa (need original form)

_____ **Volunteer :** Acknowledgment of position description (need original form)

After selection reviewed and approved:

_____ **Project:** Letter of Invitation issued by project (copy)

_____ **Volunteer:** Volunteer submits Letter of Acceptance (can incorporate this on bottom of invitation letter) (copy)

You will receive an approved copy of volunteer application for your files.