

Parking Permit Volunteer Guidelines:

If a parking permit was marked as needed, OHR will send Parking and Commuter Services the approved form, and the volunteer can go to Parking and Commuter Services to request a parking permit or the volunteer can request one via email. The volunteer will request their parking permit by emailing Parking Services at parking@csusm.edu. Please provide your first and last name, and that you are requesting a Volunteer Parking Permit in the email. Once your volunteer parking permit has been approved, you will receive an email from Parking Services on how to activate your parking permit. The parking permit will not be valid until it has been activated. Instructions on how to activate your parking permit will be sent via email, once the parking permit has been approved by Parking Services. Depending on the length and type of volunteer assignment, Parking and Commuter Services will work with the department to issue the volunteer a parking permit. Parking permits are only issued on a semester basis and not on the dates associated with the volunteer assignment. It is the responsibility of the volunteer to know when their parking permit expires and renew their parking permit, if they are eligible. **Current CSUSM students, staff, and faculty will NOT be issued a parking permit for volunteering.**

Volunteer Checklist:

Depending on the length and type of volunteer assignment, Parking and Commuter Services works with the department to issue the volunteer parking permit. The volunteer request a parking permit at the Parking and Commuter Service Office or the volunteer can request their parking permit by emailing Parking Services at parking@csusm.edu. Please provide your first and last name, and that you are requesting a Volunteer Parking Permit in the email. Once your volunteer parking permit has been approved, you will receive an email from Parking Services on how to activate your parking permit. The parking permit will not be valid until it has been activated. Parking permits are *only* issued on a semester basis and not on the dates associated with the volunteer assignment. It is the responsibility of the volunteer to know when their parking permit expires and renew their parking permit, if they are eligible. **Please note that parking permits will NOT be issued to any current CSUSM student, staff, or faculty.**