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**Volunteers may not begin the assignment until Steps 1-4 of this process have been completed.**

Each department is responsible for recruiting their own volunteers and following their own internal department process related to volunteers. Volunteers are required to complete the volunteer process outlined below before starting their volunteer assignment.

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- \_\_\_\_\_ Step 1 Department completes Section I of the CSUSM Adobe Sign Volunteer Form which includes specific assignments, approximate number of hours assigned per week, assigned days/hours, and any items needed such as parking permit, keys, e-mail account, etc.
- If the volunteer requires any special licensing or certifications, please attach copies of them to the CSUSM Adobe Sign Volunteer Form.*
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- \_\_\_\_\_ Step 2 Volunteer receives the Adobe Sign Volunteer Form. Volunteer completes Section II of the Volunteer Form, signs the CANRA Acknowledgment Form, and the Adobe Sign Volunteer Form is automatically sent to the next person to obtain their signature.
- If the volunteer will need to drive a vehicle on university business, please contact Safety, Health, & Sustainability at [shs@csusm.edu](mailto:shs@csusm.edu) for more details regarding Defensive Driving.*
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- \_\_\_\_\_ Step 3 HR reviews the completed CSUSM Adobe Sign Volunteer Form, and if approved, the "Facts About Workers' Compensation" pamphlet will be attached to the final Adobe Sign Volunteer Form for review by the volunteer (This is also available for pickup at the OHR office in CRA 1200).
- Volunteers in designated sensitive assignments (defined in [HR 2017-17](#)) must complete a successful criminal background check prior to beginning their assignment. The volunteer's department is responsible for the cost of the criminal background check.*
- Volunteers that that may have regular or direct contact with minors must complete a LiveScan. Please contact the Office of Human Resources at [hr@csusm.edu](mailto:hr@csusm.edu) for more details regarding LiveScan.*
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- \_\_\_\_\_ Step 4 After OHR approves the Adobe Sign Volunteer Form, a copy is automatically sent to everyone who signed it. OHR will forward the approved Adobe Sign Volunteer Form to any additional personnel that would be involved in issued items - such as Parking, IITS, and/or Lock Shop.

It is recommended that volunteers use an email address unaffiliated with CSUSM (such as Gmail, Yahoo, Hotmail, etc.).

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 must stop by the PACS Office to start their 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. **Please note that parking permits will NOT be issued to any current CSUSM student, staff, or faculty.**

The department MPP is responsible for tracking the volunteer assignment. When a volunteer's assignment ends, or a volunteer quits or is released before the end of their assignment, the department must notify HR and Parking Services immediately. The department MPP is responsible for obtaining all keys, parking permit and any other issued items. If the volunteer returns after the completion of their assignment, he/she must complete a new CSUSM Adobe Sign Volunteer Form and any necessary steps above prior to starting the new assignment.