

STATE UNIVERSITY OF NEW YORK

Plattsburgh

 **HUMAN RESOURCE SERVICES**

101 Broad Street

Plattsburgh, NY 12901

PH: (518) 564-5062

FAX: (518) 564-5060

## APPLICATION FOR VOLUNTEER or OTHER CAMPUS SERVICES

Please review the Public Officer’s Law at <http://www.jcope.ny.gov/about/laws_regulations.html>

as you will be required to certify that you have viewed this document.

|  |  |  |
| --- | --- | --- |
|  | Department(s): |  |
|  | Duties to be performed: [ ]  Docent [ ]  Student Van Driver [ ]  Other (describe here): |  |
|  |  |  |
|  | Dates of services: Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_ Are you a student at SUNY Plattsburgh? [ ]  Yes [ ]  No |  |

**Personal Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Last Name | First Name | Middle Initial | Email Address |  |
|  |  |  |  |  |  |
|  | Street Address | City | State | Zip | Telephone Number |  |
|  |  |  |  |  |  |
| **Disclosure of Social Security Number and Date of Birth are required to provide you with access to campus services. Please contact HR Services in Kehoe 912 or at 518-564-5062 to make arrangements to provide this information in a secure manner.** |
|  | Are you a citizen of the U.S.? [ ]  Yes [ ]  No | Note: A non-citizen without appropriate work visa is not allowed to provide volunteer services. |  |

**Emergency Contact**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Last Name | First Name | Middle Initial | Relationship |  |
|  |  |  |  |  |  |
|  | Street Address | City | State | Zip |  |
|  |  |  |  |  |  |
|  | Home Telephone Number |  | Work or Cell Telephone Number |  |

**Attestation and Signature**

|  |  |  |
| --- | --- | --- |
|  | Except for minor traffic violations and adjudications as a youthful offender, wayward minor, or juvenile delinquent, have you ever been convicted of a criminal offense? [ ]  Yes [ ]  No If Yes, give specifics: |  |
|  | I hereby authorize the college to investigate all aspects of my employment/education/criminal history. |  |
|  | **Individual’s Signature** | **Date** |  |

**Authorizations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Authorized Appointment Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ |  |  |  |
|  |  |  | Dean/Director’s Authorization/Date |  |
|  | Department Representatives Authorization/Date |  | Vice President’s Authorization/Date |  |

**Human Resource Services**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | [ ]  Appt Letter  |  | [ ]  HR Person |  | [ ]  Temp ID Card |  |  |  |
|  | [ ]  Background Investigation  |  | [ ]  Oath of Office card |  | SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role Assigned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

The role of volunteer is a serious one that carries with it the same commitment that is expected of paid employees. Volunteers are expected to respect the privacy of their colleagues and the confidentiality of the agency. They are expected to report to work on time or to inform their supervisor if they have a schedule change. In several important instances, New York State gives volunteers the same protection as paid staff: volunteers who are registered with a state agency are covered by workers’ compensation for injuries incurred during and relating to their volunteer activities; volunteers expressly authorized to participate in state-sponsored programs are protected from financial loss arising out of a civil action brought against them for alleged negligence while participant in such a program; and volunteers are afforded the same insurance protection when driving state-owned vehicles as state employees, provided they have the permission of an authorized staff person.

Volunteers work in college museums, libraries, theaters, laboratories and on campus improvement projects, as guides, and in a variety of fund raising activities. Volunteer programs are designed to supplement the operations and programs of State departments, and are not used to supplant or replace government employees. Volunteers are subject to the Public Officers’ Law and must have a signed Statement in Lieu of Oath on file to be eligible for the liability protections mentioned above. Volunteers are required to undergo the same background verification process of a SUNY Plattsburgh employee. Additionally, A Non-citizen without appropriate work visa is not allowed to provide volunteer services.

Note: This application is also used for individuals with a campus affiliation but that do not meet the definition of Volunteer and do not receive the liability protections described above. The description of services provided must be detailed so that an accurate determination can be made as to the appropriate classification.

Individuals with campus privileges may be eligible for: parking, email, library, telephone account, campus ID, and computer systems access. These services are authorized by the department utilizing the volunteer and provided by a variety of offices on campus.