

- Volunteer assignments may not begin before approval by the Board of Trustees (BOT).
- Volunteer Agreement form, Fingerprint Verification form, and online application must be submitted to the Office of Human Resources, Training and Development at least fourteen days before BOT meeting date.
- Once approved, the supervisor and volunteer will receive a copy of the agreement indicating the BOT approval date; the volunteer may begin the assignment after that date.
- Volunteers are required to provide proof of COVID-19 vaccination or have an approved exemption.

**VOLUNTEER NAME:**    
*Legal Last Name* *Legal First Name*

**START DATE:**  **END DATE:**  **MAX # OF HOURS PER WEEK:**   
*(after BOT approval)*

**VOLUNTEER JOB TITLE:**  **DEPARTMENT:**

**ADMINISTRATIVE SUPERVISOR OF VOLUNTEER ASSIGNMENT:**

**LIST OF VOLUNTEER DUTIES:**



**VOLUNTEER ADDRESS:** \_\_\_\_\_  
*Street Number and Name* *City* *State* *Zip Code*

**VOLUNTEER EMAIL ADDRESS:** \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:** \_\_\_\_\_  
*Name* *Phone Number*

By signing below, you are agreeing to volunteer at Napa Valley College without promise or expectation of being paid. You understand that Napa Valley College will provide workers' compensation insurance for your volunteer activities. Therefore, you will assume liability for any loss, damage, injury, and/or all claims of action incurred during such activity in which you assist, except for those covered by workers' compensation. If you are injured while assisting the college, BOTH the volunteer and the supervisor must report the injury to Risk Management within 24 HOURS by calling (707) 256-7584.

\_\_\_\_\_  
Volunteer Signature \_\_\_\_\_  
Date