

Volunteer of Record Process

Volunteers serve important functions throughout the District, so there is a need to keep record of these individuals. The District checks the background of volunteers to protect our community and Risk Management purchases a Workers' Compensation policy specifically for individuals on record. We need to record what services are provided, as well as the time and location of the work being done. Volunteers can assist, but may not take the place of a faculty, staff, or union position.

For a volunteer to be approved, complete the attached Volunteer-of-Record form and send it to Risk Management.

1. This form requires information about the volunteer and his/her duties as well as the supervisor and department dean/head. The signature of the dean/head is required at the bottom of the form.
2. Driving Information. Complete the shaded box in the middle of the form **ONLY** if the volunteer will drive on District business. This information is rarely needed, but when it is, Risk Management must check the driver's record prior to the volunteer driving for the District.
 - 2.1. Authorization to do so is legally required and is given by completing a Release of Driver Information form and returning it to Risk Management.
3. Fingerprint/LiveScan. The prospective volunteer must go to the Police Department at either Foothill or De Anza College and be fingerprinted. The completed Volunteer-of-Record form must accompany the individual's request to be fingerprinted. Once the individual's fingerprint record is cleared, the PD will issue a clearance or hit notice to Risk Management, and Risk Management will subsequently approve or deny the volunteer request.
 - 3.1. If approved, the form will be signed by Risk Management and a copy will be sent to the requester listed on the form. A volunteer's fingerprint scan is valid for one year.
 - 3.2. If denied, the requester listed on the form will be notified.



FOOTHILL-DE ANZA
Community College District

Purchasing, Contracts & Risk Management

12345 El Monte Road
Los Altos Hills, CA 94022-4599

Foothill College
De Anza College

Volunteer-of-Record

This is a request that the following person be recognized by the District as a Volunteer-of-Record for the time and activity shown below.

Name of Volunteer: (Please Print):	
Address of Volunteer:	
City, State and Zip code:	
Volunteer's Date of Birth:	
Services to be Provided:	
Dates & Times of Service:	
Requested By: (Please Print):	
Supervisor's Name:	
Campus/Department:	
Telephone Number:	
Date of Request:	
Dean/Dept. Head	

Driving Information *(Complete this section only if Volunteer will be driving on District business):*

California Driver's License No.:		Expires:	
Personal Car Insurance Company:			
Policy Number:		Expires:	

Volunteer shall permit the District to obtain his/her driving record from the Department of Motor Vehicles prior to any driving activity for the District*. When the Volunteer drives his/her own car in the course of District volunteer work, the Volunteer's car insurance will pay first in case of an accident.

* Driving Record Release form must be submitted to Risk Management.

Please Note:

1. All prospective volunteers must be fingerprinted and cleared by Police prior to volunteering.
2. The District insurance for volunteers excludes coverage for the rendering of professional service.
3. Based on existing Bargaining Unit Agreements, no job eliminated due to a resource action will be filled by a volunteer.
4. The department head/dean must verify that the volunteer will not be used for services previously performed by an employee affected by job elimination as a result of a resource action.

I confirm that the volunteer requested in the attached volunteer of record form will not perform tasks previously performed by an eliminated position.

Approval/Signature of Dean/Department Head

Date

Send this form to the Risk Management Office, FHDA District (or scan/send to risk@fhda.edu). (All information must be complete before an approval can be made.)

Approval of Risk Management

Date