VOLUNTEER/INTERN PROCEDURE

1. All volunteers/interns must schedule and attend an orientation with human resources reviewing college policies and procedures prior to beginning any activity.

    This meeting includes:

    - Fingerprinting for background check.
    - Completion of sexual harassment training.
    - Submission of a SF Volunteer/Intern Information Sheet
    - Submission of a resume/CV is optional.

2. Departments must notify Human Resources of the location, duties/responsibilities, and number of hours the volunteer/intern will work.

    a. Departments must provide volunteers with an outline/description of their duties (template attached) prior to the volunteer/intern starting date. Guidelines regarding expectations (i.e. hours, lunchtime, etc.) of the volunteer/intern's duties/responsibilities should be provided to the volunteer/intern during this time.

3. Human Resources will confirm background clearance and completion of orientation process with departments.

4. Volunteer/Interns must submit timesheets to Human Resources every two weeks as record of time logged in on campus. Timesheets and all application materials will be kept on file for the duration of the assignment period.

5. Departments must notify Human Resources when a volunteer/intern leaves with the specific date and a written statement about the work of the individual.

SF | SANTA FE COLLEGE

VOLUNTEER/INTERN HR NOTIFICATION FORM

*All Volunteers/Interns must attend an orientation with human resources reviewing college policies and procedures **prior to** beginning any activity. This form is to appoint volunteers/interns and notify HR of their presence on Campus.*

NAME:

DEPT: **LOCATION:**

PERIOD: **# OF HOURS A WEEK:**

SUPERVISOR:

DETAILED DESCRIPTION OF VOLUNTEER-INTERN DUTIES/RESPONSIBILITIES:

DATE OF SUBMISSION: