SANTA BARBARA CITY COLLEGE HUMAN RESOURCES
BOARD APPROVAL OF PROFESSIONAL VOLUNTEER STATUS FORM

DIRECTIONS:

- This form is to be used when recommending approval by the Board of Trustees of Professional Volunteer status. Board approval is required for all college volunteers. Individuals who volunteer as a "one time" class speaker or panel member in a class that has an instructor of record present do not need to complete this form.
- **Volunteer**: Answer #1 - #2 and sign, below. **Supervisor**: Answer #3 and sign, below.
- Submit completed forms to HR. For Board Approval deadlines, see SBCC website (HR > Professional Volunteer).
- No Professional Volunteer may begin college volunteer activities until approval by HR.
- Before a volunteer may transport students or operate a college vehicle, the volunteer must also be individually approved by Administrative Services. Please contact (805) 730-4065 for information about driver approval.

NAME(PRINT CLEARLY)	**DATE(S) OF SERVICE**
HOME ADDRESS	**DEPARTMENT**
CITY **STATE** **ZIP CODE**	
e-mail address:	**PHONE NUMBER**

1. Have you ever been an employee of this college? _____ If Yes, please give dates and state the nature of that work._____

_____

2. Individuals convicted of certain felonies, including sex and narcotics offenses may not be approved to volunteer for the college. If you have ever been convicted of an offense other than a minor traffic violation, you may learn whether this conviction will preclude you from being approved as a volunteer before you submit this form. You may contact Human Resources, ext. 4733, for a confidential inquiry regarding your convictions. Please be prepared with the code section that is the basis of the conviction. Notwithstanding any of the preceding, you should not disclose convictions that are over two years old as of the date you submit this application for violation of Health and Safety Code sections 11357, 11360, 11364, 11365, or 11550, as those statutes related to marijuana prior to January 1, 1976, or a statutory predecessor to those statutes.

Have you ever been convicted of a felony, sex or narcotics offense? Yes ____ No ____

I certify that all the information I have provided above is true and complete to the best of my knowledge. I understand that I will not be paid for this professional volunteer assignment. I have been given no promise or commitment for any form of compensation, honorarium, or stipend for any time I will spend on this volunteer activity.

Volunteer's Signature	**Date**

3. Please give a narrative explanation (no acronyms) of the specific volunteer assignment(s): _____

_____

_____

Will this volunteer drive a District vehicle (electric carts included)? _____ (circle answer) YES NO

This volunteer will not be serving as the instructor for an educational program. I have discussed this professional volunteer assignment with this volunteer. I have made no promise or commitment to him/her for any present or deferred form of compensation, honorarium, or stipend for any time the volunteer will spend on this volunteer activity.

Supervisor's Signature	**Date**

Print Name:

Administrator's Signature	**Date**

Print Name:

TB: DOJ: FBI:

P: HRFORMS: Consultants…update 2/19