



Volunteer Request Form

(This form is used by HR/Student Employment to consult with hiring officials so as to determine the appropriateness of a volunteer request.)

Date of Request: _____ Requesting Department: _____

Name of Person Completing Form: _____
Last Name First Name

Email Address: _____ Phone: _____

Title of Proposed Volunteer Position _____

Please indicate below the status of the person you anticipate filling this position:

(route to Student Employment) email: stuemp@bgsu.edu fax: 419-372-0357	(route to Human Resources) email: ohr@bgsu.edu fax: 419-372-2920
Current Student	Current Employee Unaffiliated Person
Former Student	Former Employee

Provide a brief description of the volunteer work. (attach a separate sheet if necessary)

_____ Signature of Requesting Official	_____ Date
_____ Signature of Human Resources Approved Denied	_____ Date
_____ Signature of Student Employment Approved Denied	_____ Date
_____ Signature of Controllers Office Approved Denied	_____ Date

Your Volunteer Request Form can be submitted for review by either faxing or emailing The Office of Human Resource or Student Employment. You should receive a response within 3-4 business days. If you have any questions, please contact Student Employment at 419.372-2865 or the Office of Human Resources at 419-372-8421.