

VOLUNTEER DATA SHEET

Please provide the following information. Items in **Red** are required for entry into our system.

Have you ever been at Caltech before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide Caltech UID:			
Last (Family) Name:		First (Given) Name:	
		M. I.	Birth Date (mm/dd/yyyy):
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Mobile Telephone Number:	Email Address*:
Local Residence - Street Address:			
City:		State:	Postal Code:
Are you currently enrolled in a degree program? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, provide school name:	

Primary Emergency Contact:

First Name:		Last Name:		M. I.
Relationship:				
<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Sibling <input type="checkbox"/> Friend <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Other				
Emergency Contact Telephone (must have at least one phone number):				

Volunteer Signature: _____ **Date:** _____

Caltech Division/Department Only:

Start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):	Division/Department Name & Mail Code:	Volunteer Hrs/Wk:
Detailed Description of Volunteer Activity:			
Caltech Sponsor Name:		Caltech Division/Department Contact Name:	
Type of Access: <input type="checkbox"/> Electronic/Remote <input type="checkbox"/> On Campus			
If Volunteer is a foreign person or residing/working outside of the US, has this assignment been reviewed and approved by Caltech Export Compliance Office? <input type="checkbox"/> Yes <input type="checkbox"/> No			

This is confirmation you have reviewed the Volunteer Guidelines and this Volunteer will not be used as a substitute for or displace a Caltech employee position. If the Volunteer was previously employed by Caltech, you are confirming that the Volunteer will not be performing any work that is the same or similar to the duties performed while they were previously employed by Caltech.

Sponsor Signature: _____ **Date:** _____

Department/Division Approval Signature: _____ **Date:** _____