



**STEP 1. MINOR VOLUNTEER ACTIVITY QUESTIONNAIRE**

Please provide the following information. To be completed by the Division.

<b>First (Given) Name:</b>	<b>Last (Family) Name:</b>	<b>Middle Initial:</b>
<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Minor's Age</b>	<b>Volunteer's Email Address:</b>
<b>Parent/Guardian's First and Last name:</b>		<b>Parent/Guardian's Email Address:</b>

**Caltech Volunteer Activity:**

<b>Start Date:</b>	<b>End Date:</b>	<b>Organization/Division Name:</b>	<b>Volunteer Hrs/Wk:</b>
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1. Will the minor be physically located in a laboratory? If yes, include name and location of laboratory.

2. Please provide a detailed description of the Volunteer's anticipated activity. Required details include: tasks and assignments, type of research or projects, identification of potential hazards or exposures e.g. biological, chemical, or equipment/machinery. Please note: minor volunteers are not permitted in restricted access areas without special approval.

<b>Caltech Mentor/Supervisor Contact Name:</b>	<b>Caltech Mentor/Supervisor Contact Phone:</b>
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<b>Caltech Mentor/Supervisor Contact Email:</b>
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<b>Caltech Faculty Member/PI Name (if different from Mentor/Supervisor):</b>
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Please provide a list of any individual(s) that will be working with the minor on a regular basis:

<b>Name:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Phone:</b>

I have reviewed the above information and approve this minor volunteer request.

<b>Caltech Division Chair or Division Administrator Signature:</b>	<b>Phone:</b>
<b>Caltech Mentor/Supervisor or Faculty Member/PI Name Signature:</b>	<b>Phone:</b>

Minors 15 years of age and under must be approved by AVP for HR.

<b>Caltech AVP for HR Signature:</b>	<b>Phone:</b>
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**Environment, Health, & Safety**

<b>Environment, Health, &amp; Safety Reviewer Name:</b>	<b>Phone:</b>
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Parent/Guardian Signature required after form is completed by Division and Environment, Health, & Safety review:  
I acknowledge and agree to the volunteer activity performed by my minor child.

<b>Parent/Guardian Signature:</b>	<b>Phone:</b>
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