Caltech HUMANRESOURCES HUMAN SOLUTIONS

STEP 1. MINOR VOLUNTEER ACTIVITY QUESTIONNAIRE

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

First (Given) Name:	Last (Family) Name:	Middle Initial:
Minor's Age	Volunteer's Email Address:	
Parent/Guardian's First and Last name:	Parent/Guardian's Email Address:	

Caltech Volunteer Activity:

Start Date:	End Date:	Organization/Division Name:	Volunteer Hrs/Wk:

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.

Caltech Supervisor/Sponsor Contact Name:	Caltech Supervisor/Sponsor Contact Phone:

Caltech Supervisor/Sponsor Contact Email:

Caltech Faculty Member/PI Name (If different from Supervisor/Sponsor):

Please provide a list of any individual(s) that will be working with the minor on a regular basis:

Name: Phone:

Name: Phone:

Name: Phone:

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

Caltech Division Chair or Division Administrator Signature: Phone:

Caltech Supervisor/Sponsor or Faculty Member/PI Name Signature: Phone:

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

Caltech AVP for HR Signature: Phone:

Environment, Health, & Safety

Environment, Health, & Safety Reviewer Name: Phone:

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.

Parent/Guardian Signature: Phone: