

Voluntary Service(s) Approval/Release Form

Purpose: Written approval is required for an individual to volunteer services to the College.

Instructions: The department administrator is to complete all applicable information, print the form, and have the volunteer read and sign the form. The department administrator will sign the completed form and send it to the Human Resources Office at the Wheeling Campus, B&O Building, Room 119, 1704 Market Street, Wheeling, WV 26003 prior to the voluntary services beginning.

Volunteer's Name:

Describe the service(s) to be performed:

Campus / Location:

The length of voluntary service(s) will start _____ and end _____ .
Start Date End Date

"I hereby certify by my signature below, that I am voluntarily donating my time and services to WV Northern Community College for the service(s) listed above. I understand my time and service(s) are to be provided free of charge and I therefore expect no compensation, consideration, benefit, or remuneration of any kind or description whatsoever. Furthermore, I hereby grant full and unconditional release to WV Northern Community College and the State of West Virginia for any and all liabilities including personal injuries, jointly and severally which may arise from my voluntary association with WV Northern Community College."

Volunteer Signature: _____ **Date:** _____

For Department Use Only:

Purpose of voluntary service(s):

Department Administrator Signature: _____ **Date:** _____

For Human Resource Office Use Only:

Approved

Denied

Comments:

Human Resources Official Signature: _____ **Date:** _____