



VOLUNTEER APPROVAL FORM AND INSTRUCTIONS

1. As soon as the Volunteer Application Form has been completed, it needs to be sent electronically with the Supervisor/Center Coordinator approval.
2. The following information must be completed by the department/division staff to whom the volunteer will be assigned:

VOLUNTEER INFORMATION	
VOLUNTEER NAME	
LOCATION OF VOLUNTEER ASSIGNMENT (EX: Veteran's Memorial LSC.)	
DESCRIBE WORK/ACTIVITIES TO BE PERFORMED (EX: Youth Basketball Coach)	
VOLUNTEER FREQUENCY (EX: Number of days per week)	
ASSIGNMENT START DATE	
ASSIGNMENT END DATE	
WILL THE VOLUNTEER HAVE DIRECT CONTACT WITH CHILDREN?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THE VOLUNTEER HAVE DIRECT CONTACT WITH THE ELDERLY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THE VOLUNTEER HAVE ACCESS TO OR HANDLE CASH AND/OR OTHER FUNDS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THE VOLUNTEER BE ISSUED KEYS AND/OR ID BADGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO

STAFF MEMBER INFORMATION TO WHOM VOLUNTEER WILL BE ASSIGNED	
NAME	
DIVISION	
CONTACT NUMBER	

3. Supervisor Approval: Forward this form and Volunteer Application Form (as an attachment) electronically, with your approval to **PAR (NewEPRs@LasVegasNevada.GOV)**.
4. Human Resources will follow up with department staff regarding approval status.

TO BE COMPLETED BY HUMAN RESOURCES	
DATE APPLICATION RECEIVED	
DATE DRUG TEST COMPLETED	
DATE FINGERPRINT COMPLETED	
SIGNATURE	