



Dear Volunteer Applicant,

Thank you for your interest in volunteering at Green River Community College. Volunteers play a vital role by supporting college operations and assisting students. I hope you will choose to join the dedicated group of people who render such a valuable service to Green River.

**If you already have a supervisor and volunteer assignment,** please complete the *Volunteer Application Form* and *Memorandum of Understanding*. Sign the first and second form, have your supervisor cosign the second form, and then submit both forms to the GRCC Foundation office.\*

**If you do not have a supervisor or volunteer assignment,** please complete the *Volunteer Application Form* and *Memorandum of Understanding*. Submit both forms to the GRCC Foundation office.\* Every effort will be made to find a volunteer assignment that matches your interests and availability. You will be notified as soon as an assignment opens. Feel free to contact me at 253-288-3346 or [mswenson@greenriver.edu](mailto:mswenson@greenriver.edu) for updates.

A *Volunteer Hours Report* form is also attached. You are responsible for tracking your volunteer hours. At the end of each time period given on the form, please have your supervisor sign your timesheet and return it to the GRCC Foundation office.\* You and your supervisor should agree when you will volunteer and how to notify your supervisor of schedule changes.

Please do not hesitate to call (253-288-3346) or email ([mswenson@greenriver.edu](mailto:mswenson@greenriver.edu)) me with any questions. Congratulations on making the choice to volunteer – it's an amazing experience!

Sincerely,

  
Matthew Swenson  
Development Specialist

**NOTICE:** If you are a GRCC student employed on a paid part-time hourly, work study, or work grant basis, you cannot legally volunteer in a role with similar duties. If you are unsure whether a volunteer position is similar enough to qualify, please call me at (253) 288-3346.

\*The GRCC Foundation office is located in room AD-17 in the Administration building. Forms can also be mailed to Matthew Swenson, GRCC Foundation, 12401 SE 320<sup>th</sup> St., Auburn, WA, 98092.



## VOLUNTEER APPLICATION FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Are you a current GRCC student? (please circle one) Y / N Student ID#: \_\_\_\_\_

### I. Skills and Interests

Present employment or past work experience: \_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Community or professional group memberships: \_\_\_\_\_

Hobbies, Interests, Skills: \_\_\_\_\_

Foreign Language Skills: 1. \_\_\_\_\_ Read: Y / N Write: Y / N Speak: Y / N

2. \_\_\_\_\_ Read: Y / N Write: Y / N Speak: Y / N

References: 1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you learn about this program? \_\_\_\_\_

What sort of volunteer work interests you? Please check below:

<input type="checkbox"/>	Athletics	<input type="checkbox"/>	Arts/crafts
<input type="checkbox"/>	Court Reporting	<input type="checkbox"/>	English for Speakers of Other Languages
<input type="checkbox"/>	General administration/clerical	<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	Writing/Editing	<input type="checkbox"/>	Working in a classroom
<input type="checkbox"/>	Working with students one-to-one	<input type="checkbox"/>	Working with faculty/staff
<input type="checkbox"/>	Other (please describe): _____		



# Green River

COMMUNITY COLLEGE  
FOUNDATION

## II. Availability

Preferred location:  GRCC Auburn Campus  GRCC Enumclaw Campus  
 GRCC Kent Campus  Off campus site

If off campus, please specify site: \_\_\_\_\_

Preferred schedule (please circle):

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
	↓	↓	↓	↓	↓	↓	↓
Preferred times (by day):							

## III. Personal

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list below any allergies or physical conditions we need to know about or accommodate:

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**Please complete this form and the *Memorandum of Understanding* form and sign both forms. Please return these forms to the GRCC Foundation office.\* We appreciate your willingness to serve Green River Community College with your time and talent.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*The GRCC Foundation office is located in room AD-17 in the Administration building. Forms can also be mailed to Matthew Swenson, GRCC Foundation, 12401 SE 320<sup>th</sup> St., Auburn, WA, 98092.*



## MEMORANDUM OF UNDERSTANDING

### Green River Community College agrees to:

- Provide meaningful volunteer opportunities.
- Screen, possible place, orient, train, and evaluate volunteers.
- Provide knowledgeable supervisory personnel to oversee volunteers.
- Provide a safe environment for volunteers.
- Provide state industrial insurance coverage for registered\* volunteers.
- Provide parking permits to registered community non-student volunteers.

### As a volunteer, I agree to:

- Comply with directions of assigned supervisors and complete any registration forms requested.
- Not volunteer in a position similar to a paid position that I hold (see cover page for details).
- Dress appropriately considering the nature of my assignment.
- Keep commitments regarding promptness and courtesy.
- Notify my supervisor in advance of possible absence.
- **Keep a record of hours worked to be submitted to my supervisor at the end of each calendar quarter.**
- To not engage in the promotion of religious, sectarian, or political activity while volunteering.
- Where required, adhere to policies governing confidential records.
- Adhere to GRCC policies concerning its Drug and Alcohol Free Environment, Non Discrimination Policy and Discrimination Complaint Procedure.

Both Green River Community College and I understand that the volunteer relationship may be terminated at any time by either party. This is not an employment contract.

### Please sign and date:

Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (signature): \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor (print name): \_\_\_\_\_ Volunteer Coordinator: \_\_\_\_\_

Green River Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, religion, age or any other unlawful basis in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092, (253) 288-3320.

To receive this information in an alternative format, please contact Disability Support Services at (253) 833-9111, extension 2631; or, TTY (253) 288-3359.

*\* To be registered, volunteers must have a completed and signed Volunteer Application Form and Memorandum of Understanding on file with the GRCC Foundation office.*



## VOLUNTEER HOURS REPORT

Months (please check):  January to March  April to June  July to September  October to December Year: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Total Hours for Quarter: \_\_\_\_\_

MONTH:	MONTH:	MONTH
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31	31	31

Please sign and date:

Supervisor (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (print name): \_\_\_\_\_ Department: \_\_\_\_\_

*Please return this form to the GRCC Foundation office in room AD-17 of the Administration building, or by mail to Matt Swenson, GRCC Foundation, 12401 SE 320<sup>th</sup> St., Auburn, WA, 98092.*