



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 men and women 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 for updates.

A *Quarterly Volunteer Hours Report* form is also attached. You are responsible for tracking your volunteer hours. At the end of each quarter, 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) me with any questions. Congratulations on making the choice to volunteer – it's an amazing experience!

Sincerely,

A handwritten signature in black ink that reads "Matt Swenson". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Matthew Swenson
Development Specialist
mswenson@greenriver.edu

**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 320th 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): _____		



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:

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: _____

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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.
- 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:

Date: _____ Volunteer: _____
Supervisor: _____ Department: _____
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.*



QUARTERLY VOLUNTEER HOURS REPORT

Quarter (please circle): Fall Winter Spring Summer Year: _____

Volunteer Name: _____

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's signature: _____ Department: _____

Total hours for quarter: _____ Date: _____

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 320th St., Auburn, WA, 98092.