



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**VOLUNTEER SERVICE FORM**

Conditions of Volunteering

A person may be permitted by the governing board of any community college district to serve as a nonteaching volunteer aide under the immediate supervision and direction of the appropriate personnel of the district to perform noninstructional work that serves to assist district faculty, staff and administrators. A volunteer aide shall not be an employee of the district, and shall serve without compensation of any type or other benefits accorded to employees of the district. \* The college/district may not utilize volunteers in lieu of classified employees, and no college may refuse to employ a person in a vacant classified position and use volunteers instead. Volunteer service forms are valid for entire fiscal year for each volunteer assignment within the district.

\*Except as provided in Section 3364.5 of the Labor Code  
Referenced: CA. Ed. Code Section 72401 & SBCCD AP 7500

**To Be Completed by Volunteer**

Volunteer's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address/City/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Emergency Contact Name/Phone #/Relationship: \_\_\_\_\_

**Acknowledgement of Service:**

I, \_\_\_\_\_, acknowledge that I will be serving in an activity that is in "at will" capacity, without the expectation of compensation or any benefits, and I will not be an employee of the San Bernardino Community College District or any of its colleges/departments/divisions/sites. Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries or illnesses sustained while engaged in the performance of any service under the direction and control of the District. I understand that I may be subject to fingerprinting for the purposes of a criminal background check prior to beginning my volunteer service.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed by Supervisor**

Supervisor's Name: \_\_\_\_\_ Supervisors' Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Work Site: \_\_\_\_\_  
Description of duties volunteer will perform:

Begin Date of Service: \_\_\_\_\_ End Date of Service: \_\_\_\_\_ # of Hours Per Week: \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Administration/Human Resources Only**

Received On: \_\_\_\_\_ Board Approval Date: \_\_\_\_\_

## Volunteer Profile

Date \_\_\_\_\_

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

Company Name (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you have any previous volunteer experience?  YES  NO

If so, where and what did you do?

\_\_\_\_\_

\_\_\_\_\_

List strengths and skills you would like to share: for example, software (Excel, Word), languages, organization, graphic design, writing/editing, communications, photography, customer service

Strengths: \_\_\_\_\_

Skills: \_\_\_\_\_

Hobbies: \_\_\_\_\_

The table below is a sample schedule. When an opportunity becomes available, you will receive an email with details for the volunteer request and specific times and dates needed. You will be able to select the specific times and days you would like to help (times are approximate).

	EARLY (6 am – 9 am)	MORNING (8 am – noon)	AFTERNOON (Noon – 5 pm)	EVENING (5 pm – 11 pm)
Weekday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for filling out this profile. We look forward to having you as part of our volunteer team.  
For questions email [ypowers@kvcr.org](mailto:ypowers@kvcr.org)