



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 sign the form. The Department Administrator then needs to sign the completed form and send it to the Office of Human Resources prior to voluntary services beginning.

Volunteer's Name: _____

Describe the services(s) to be performed:

Location:

Length of voluntary service(s) will start _____ and end _____.

"I hereby certify by my signature below, that I am voluntarily donating my time and services to Glenville State 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 Glenville State 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 Glenville State 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 Resource Director Signature: _____ Date: _____