RAMAPO COLLEGE OF NEW JERSEY
USE OF VOLUNTEER

TO: DEPARTMENT OF HUMAN RESOURCES DATE:_____

FROM: _____ _____
Unit Head Unit

RE: **USE OF VOLUNTEER**

Commencing _____, I plan to utilize the volunteer services of:

_____
Last Name First Name M.I.

They will be under the direct supervision of _____
Immediate Supervisor

Proposed length of service:_____ Number of hours per week:_____

While volunteering services here on campus, they may be reached at ext. _____

Brief description of duties:_____

Brief description of how volunteer service benefits the volunteer (provide back up if necessary)

_____

_____ _____
Signature of Unit Head Date

_____ _____
Signature, Department of Human Resources Date