



STEP 1. MINOR VOLUNTEER ACTIVITY QUESTIONNAIRE

Please provide the following information. To be completed by the Division.

First (Given) Name:	Last (Family) Name:	Middle Initial:
Minor's Age	Volunteer's Email Address:	
Parent/Guardian's First and Last name:		Parent/Guardian's Email Address:

Caltech Volunteer Activity:

Start Date:	End Date:	Organization/Division Name:	Volunteer Hrs/Wk:
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1. Will the minor be physically located in a laboratory? If yes, include name and location of laboratory.

2. Please provide a detailed description of the Volunteer's anticipated activity. Required details include: tasks and assignments, type of research or projects, identification of potential hazards or exposures e.g. biological, chemical, or equipment/machinery. Please note: minor volunteers are not permitted in restricted access areas without special approval.

Caltech Supervisor/Sponsor Contact Name:	Caltech Supervisor/Sponsor Contact Phone:
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Caltech Supervisor/Sponsor Contact Email:
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Caltech Faculty Member/PI Name (If different from Supervisor/Sponsor):

Please provide a list of any individual(s) that will be working with the minor on a regular basis:

Name:	Phone:
Name:	Phone:
Name:	Phone:

I have reviewed the above information and approve this minor volunteer request.

Caltech Division Chair or Division Administrator Signature:	Phone:
Caltech Supervisor/Sponsor or Faculty Member/PI Name Signature:	Phone:

Minors 15 years of age and under must be approved by AVP for HR.

Caltech AVP for HR Signature:	Phone:
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Environment, Health, & Safety

Environment, Health, & Safety Reviewer Name:	Phone:
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Parent/Guardian Signature required after form is completed by Division and Environment, Health, & Safety review:
 I acknowledge and agree to the volunteer activity performed by my minor child.

Parent/Guardian Signature:	Phone:
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