Caltech HUMANRESOURCES
HUMAN SOLUTIONS

VOLUNTEER DATA SHEET

Please provide the following information. Items in Red are required for entry into our system.

Have you ever been at Caltech before? ☐ Yes ☐ No **If Yes, please provide Caltech UID:**				
Last (Family) Name:		**First (Given) Name:**	**M. I.**	**Birth Date (mm/dd/yyyy):**
Gender: Female Male Non-Binary	**Mobile Telephone Number:**		**Email Address*:**	

Local Residence - Street Address:		
City:	**State:**	**Postal Code:**

Are you currently enrolled in a degree program?   **If Yes, provide school name:**
☐ Yes   ☐ No

Primary Emergency Contact:

First Name:	**Last Name:**	**M. I.**
Relationship: ☐ Spouse ☐ Child ☐ Parent ☐ Guardian ☐ Sibling ☐ Friend ☐ Domestic Partner ☐ Other		
Emergency Contact Telephone (must have at least one phone number):		

Volunteer Signature: _____   **Date:** _____

Caltech Division/Department Only:

Start Date (mm/dd/yyyy):	**End Date (mm/dd/yyyy):**	**Division/Department Name & Mail Code:**	**Volunteer Hrs/Wk:**
Detailed Description of Volunteer Activity:			
Caltech Sponsor Name:		**Caltech Division/Department Contact Name:**	

Type of Access: ☐ Electronic/Remote   ☐ On Campus
Please consult the FPQ guidelines to determine if Export review is required or contact the Office of Export Compliance at export@caltech.edu for guidance.

This is confirmation you have reviewed the Volunteer Guidelines and this Volunteer will not be used as a substitute for or displace a Caltech employee position. If the Volunteer was previously employed by Caltech, you are confirming that the Volunteer will not be performing any work that is the same or similar to the duties performed while they were previously employed by Caltech.

Sponsor Signature: _____   **Date:** _____

Department/Division Approval Signature: _____   **Date:** _____

Email completed forms to Human Resources, HRInfo@caltech.edu   Last updated 6/16/2023