

How can you volunteer?

1. Read the Guidelines

Detailed guidelines are available on the SERV quick link on the college's home page.

2. Contact the Nonprofit Organization

- Learn about volunteer opportunities, schedules, training and experience requirements, background checks, and orientation.
- Check the listing of approved nonprofits on the SERV quick link on the college's homepage to make sure the organization is listed. Call Ken Magarian at extension 5406 if it is not listed.
- Check the SERV quick link to view Current Volunteer Opportunities.
- Register to volunteer by filling out the registration form on the SERV quicklink.

3. Complete a SERV Request Form

- Complete a SERV Program Leave Request form (available through the SERV quick link) and present it to your supervisor for signature.
- The request for approval should be submitted 30 days in advance of the volunteer work to accommodate scheduling. If the 30 days notice is not possible because of a more urgent need for volunteers, ask your supervisor if permission can be granted and have the form signed.
- All request forms must be submitted to human resources for review regardless of whether the supervisor has approved or not.

4. Complete a SERV Verification Form

- At the time the service is performed, have the Program Supervisor complete and sign the Verification of Volunteer Services Leave form.

- Both the request and verification forms must be submitted with the departmental time sheet to human resources.
- Forms are available on the SERV quick link, or you may call Holly at extension 8192 to get paper copies.