

Research Foundation Volunteers-Off Campus Programs

SDSU Research Foundation (SDSURF) volunteers perform a variety of functions in support of research activities. Some examples of volunteer activity include volunteers who compile research findings or research data for off campus programs or volunteers who gather community participation or community input for off campus programs.

If the volunteer activity takes place on the grounds of the SDSU Campus or in SDSU buildings, this is considered SDSU volunteer activity and must be registered through SDSU Center for Human Resources utilizing the [SDSU Volunteer Form](#).

The use of volunteers is at the sole discretion of the research program for which the volunteer is providing services. Volunteer services may end with or without prior notice at any time the research program, in its sole opinion, determines that the research program no longer needs the services. No length of performance of volunteer services for a specific research program or for the SDSURF shall create any entitlement, right or privilege on the part of any individual to continue providing prospective volunteer services for SDSURF. Alternatively, SDSURF volunteers may discontinue providing their services at any time.

Required Volunteer Form:

Volunteer Information Form (signed by volunteer, supervisor and returned to SDSU Research Foundation Human Resources)

Additional Volunteer Form Required if Driving:

"[Drivers Certification for Business Use of Vehicle\(s\)](#)" Form (returned to SDSU Research Foundation Human Resources)

Additional Volunteer Form Required if Working with or Near Children:

Fingerprinting "[Request for Live Scan Service](#)" fingerprint form) and "[Code of Conduct](#)" Form (signed by volunteer, supervisor and returned to SDSU Research Foundation Human Resources)

For questions regarding completing the correct volunteer forms, please contact Adrienne Van De Wiele at avandewiele@sdsu.edu.

Volunteer Information Form

Volunteer's Name:		
Area Code:	Phone Number:	Personal Email:
Current Address:		
Emergency Contact Person:		
Area Code:	Emergency Phone Number:	

Project/Department Name:		
Supervisor's Name:		
Supervisor's Phone Number:	Supervisor's Email:	
Anticipated Dates of Service:	Begin:	End:
Volunteering Location Address:		
<input type="checkbox"/> Campus*	<input type="checkbox"/> RF Facilities*	<input type="checkbox"/> Tele-Volunteering*
Does the volunteer need a WORK EMAIL (@sdsu.edu) : <input type="radio"/> Yes <input type="radio"/> No		

*** Volunteers providing services on campus at SDSU must complete the volunteer registration process with SDSU utilizing the [SDSU Volunteer Forms](#).**

**** Volunteers providing services at SDSU or within SDSURF locations must be approved by the College Dean, Provost, and VP Research.**

Will individual be driving for volunteer purposes other than to and from location? If yes, must submit Driver Certification for Business Use of Vehicles Form.	<input type="radio"/> Yes <input type="radio"/> No
Will individual be volunteering with or near children, elderly, or individuals with disabilities? If yes, must complete Code of Conduct Form & Request for Live Scan Service. Fingerprint results must be cleared by SDSU Research Foundation Human Resources before any work may commence.	<input type="radio"/> Yes <input type="radio"/> No

Duties of the Volunteer:

Grant Specialist:			
Fund:	Org:	Account:	Program:

I certify that: I desire to volunteer my services for the research project as outlined above and acknowledge that I will not be compensated for these services.

I understand the latest guidance from the Centers for Disease Control and Prevention (CDC) indicating that older adults and people of any age who have serious underlying medical conditions might be at increased risk for severe illness from COVID-19. More information on those at increased risk and other subjects is available via the CDC's website (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>) and on SDSURF's Coronavirus (COVID-19) Information web page.

I have reviewed and understand the COVID-19 risks detailed in the CDC guidance, and I affirm that I voluntarily elect to access SDSU and/or SDSURF facilities.

I am over the age of 18 and understand that no volunteer under the age of 18 shall be allowed to participate as a researcher or in a support role for any research activities before SDSU has returned to normal operations.

Volunteer's Signature:	Date:
Supervisor's Signature:	Date:
Print Name:	Phone Number:

Statement of Workers' Compensation Coverage

San Diego State University Research Foundation (SDSURF) Workers' Compensation policy includes coverage for Voluntary Compensation.

Individuals who work under SDSURF control that are not on SDSURF payroll are covered under SDSURF workers' compensation policy.

For HR Use Only:

Workers' Compensation Job Classification Code:
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