

**SUPERVISOR COMPLETES AND RETURNS TO HUMAN RESOURCES #21**

**Polk State College  
VOLUNTEER STAFFING REQUEST**

Please complete and return to the Human Resources Office. You may wish to review Board Rule 3.26 and Procedure 6064 to become more familiar with the Polk State College Volunteer Program.

Please describe the position to be staffed by volunteer. Position will be generally involved with:

- CLERICAL SUPPORT

- ↑ Telephone                      ↑ Typing                      ↑ Use of PC                      ↑ Filing
- ↑ Public Contact              ↑ Mail out/Fold & Sort
- ↑ Other General Tasks \_\_\_\_\_

- ACADEMIC SUPPORT

- ↑ Tutoring – Subject Area \_\_\_\_\_
- ↑ Instructional Assistant    ↑ Learning Lab Staff
- ↑ Other General Tasks \_\_\_\_\_

- Administrative Support

- ↑ Assist in Completion of Project
- ↑ Other General Tasks \_\_\_\_\_

- MAINTENANCE

- ↑ Painting                      ↑ Clean-up                      ↑ Set-up                      ↑ Yard Work
- ↑ Other General Task \_\_\_\_\_

In order to determine the hourly value of the Volunteer Service, please indicate the job classification title from our Salary Schedule that most closely relates to this task.

Job Title: \_\_\_\_\_

Who will provide orientation and supervision \_\_\_\_\_

Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ Times: \_\_\_\_ a.m. \_\_\_\_ p.m. - \_\_\_\_ a.m. \_\_\_\_ p.m.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date