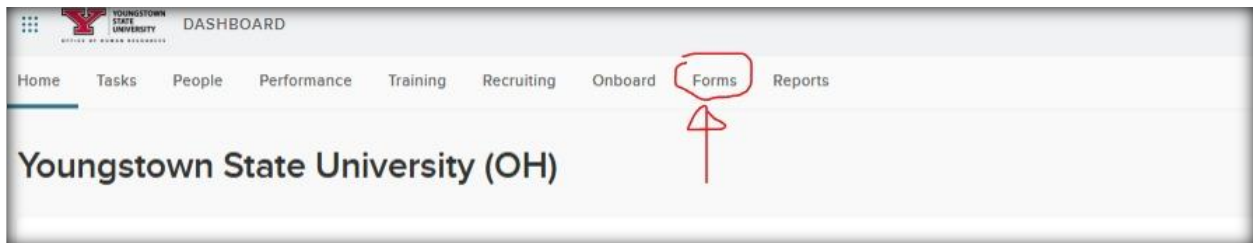


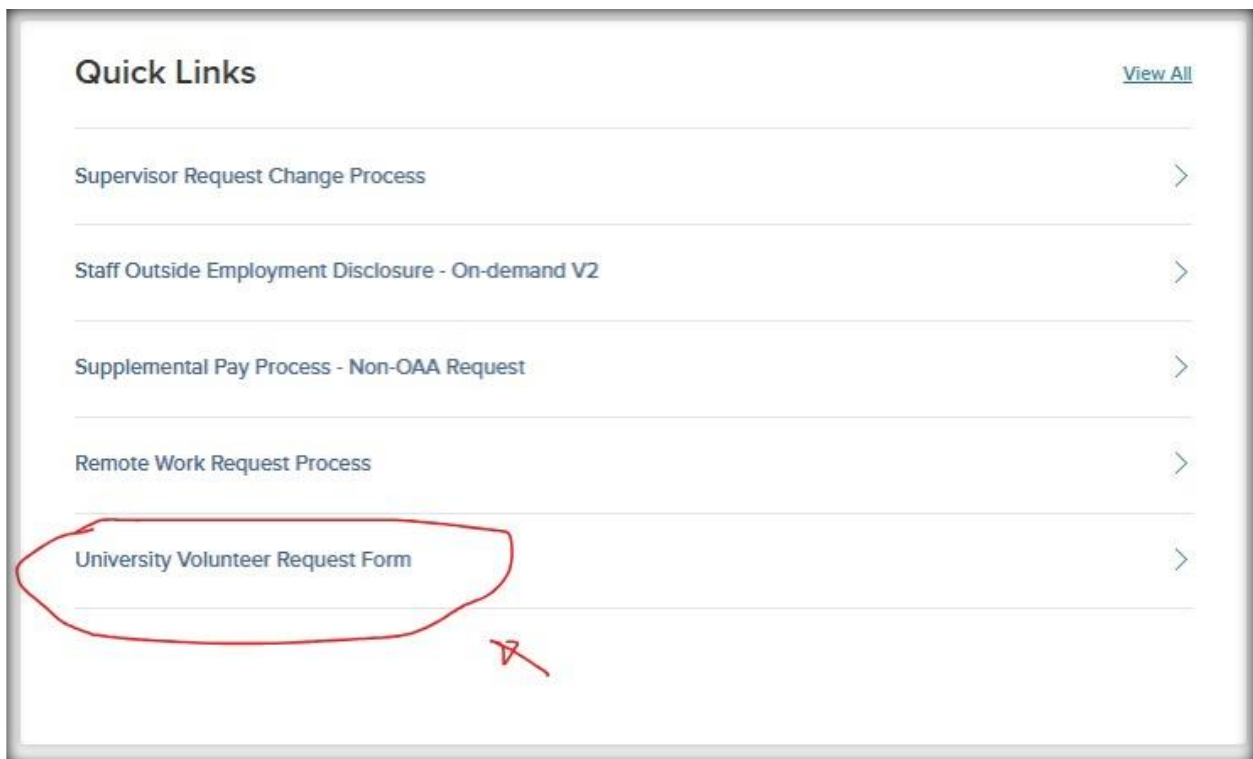
Requesting a Volunteer on NEOED

(Manager Initiated)

1. Login to your [NEOED](#) account and navigate to your dashboard.
2. Select the “Forms” tab on your dashboard



3. Select “University Volunteer Request Form” from the Quick Links Section.



4. Select “Start Process”

QUICK LINKS PROCESS

University Volunteer Request Form

OVERVIEW
Use this process to submit a request for a volunteer. When initiating this process, you must assign the form to yourself but details on the form should reflect that of the volunteer.

THINGS YOU'LL NEED
Volunteer name and email address

TASKS

Task Name	Assignee
University Volunteer Request Form	Michael Chiovitti
University Volunteer Request - HR Pro...	Human Resources Generalists

5. The process will be initiated, now select “Complete Form” on the same screen

6. Thoroughly read and complete the University Request Form and click “Submit” after signing. Please note the following:

- Use the volunteer’s full name as it appears on their identification.
- Do not request a volunteer appointment that is longer than 1 year
- Please avoid using a YSU employee or student email for the volunteer

University Volunteer Request Form

Cancel Save For Later Submit

YOUNGSTOWN STATE UNIVERSITY

University Volunteer Request Form

Note: This form is utilized to submit a request for a volunteer. All fields must be completed for review and approval by Human Resources. Volunteers are not permitted to begin until the immediate manager is notified by The Office of Human Resources that the volunteer has been approved.

Youngstown State University welcomes the assistance of volunteers who wish to provide their service, guidance, and insight to help the University and to play a role in the success of YSU's students. However, use of volunteers must occur within the requirements imposed by federal and state laws regulating employment and immigration and must be consistent with University Policies. Relevant information for volunteers and University departments is available under our [Human Resources Administrative Policies](#) page.

Prospective volunteers and sponsoring departments should familiarize themselves with applicable University policies including but not limited to Policy 3356-7-44 Background checks for employees and volunteers, Policy 3356-7-50 Minors on campus/background checks, Policy 3356-7-20 Drug-free environment, Policy 3356-2-02 Discrimination/harassment and Policy 3356-2-05, and Policy 3356-2-05 Title IX Sexual Harassment. Policies can be viewed on the University's Policy website [University Policies](#).

Volunteer Name: * Volunteer Email Address: *

Volunteer Start Date: * Volunteer End Date (1 year max): *

Describe the full scope of activities to be provided by volunteer (if more space is needed, attach): *

Scope of Duties

Manage Attachments

Will the volunteer be involved in programs or activities specifically designed for participation by minors?

Select One: *

Select...