

**3/Types of Appointments
Staff Volunteer Appointment**

STAFF VOLUNTEER APPOINTMENT FORM

SECTION I (To be completed by the department)

Date Prepared: _____

Name _____
Last First Middle

Begin Date _____/End Date _____ Home Department Code 000314

Home Department Name Psychiatry Mail Code 0737

Department Contact Cecilia Aldrete Telephone 858-822-3389

Please check as appropriate: Citizen Yes No

UC Student Status (please check):

- Registered
- Not Registered
- Undergraduate
- Graduate
- Not Registered/
Degree Candidate
- Candidate

Are you currently on UCSD pay status?
 Yes No

If yes, please check one of the following:

- Career Limited
- Contract Student

Title: **Volunteer** Title Code: **9900/Without Salary**

Explanation of changes/comments:

SECTION II (To be completed by the volunteer)

I am volunteering my services to the University of California, San Diego for the purpose of _____
in the _____ Department solely for my personal reasons or benefit without promise
or expectation of compensation or University benefits. My volunteer services will not be performed in my regular department or
in connection with regular duties, and I understand that I will not displace a regular status employee.

Volunteer Employee's Signature _____

Date _____

Departmental Authorization Signature _____

Date _____

Cecilia Aldrete

0737 858-822-3389

Prepared by

Mail Code Telephone

Please forward the original and one copy of this form to the Human Resources Department, Records Unit, at mail code 0922 for review and authorization. The Records Unit will return an approved copy of the Staff Volunteer Appointment Form to the department.

Human Resources Records Unit Signature _____

Date _____