Cal Poly Humboldt
Human
Resources

Updated: 11/10/2025

How-To: Volunteer Request

1. Introduction

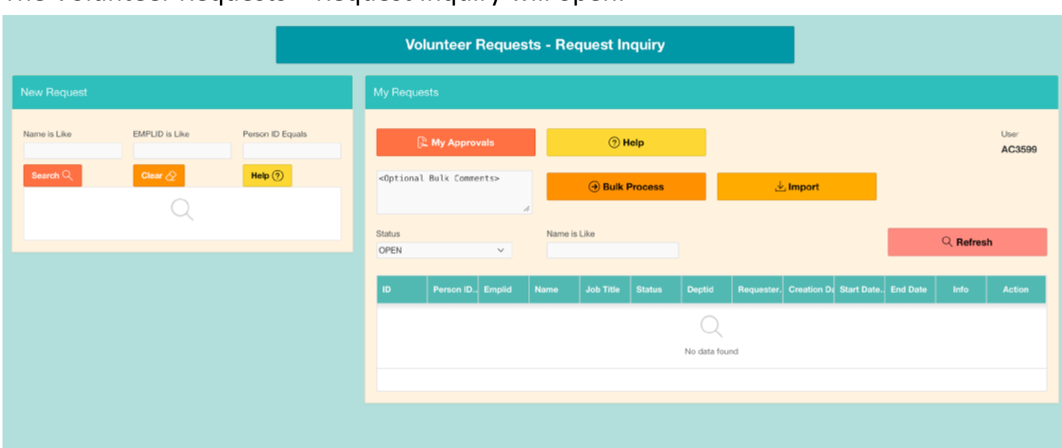
The volunteer sign-up process has changed starting on November 17, 2025.

These are some considerations that you should note:

1. If the candidate is a faculty volunteer conducting faculty or teaching assignments, please contact APS before requesting a volunteer assignment.
2. Please review the policy and the Volunteer process to confirm that a volunteer is needed for the assignment.
3. It will take a minimum of two weeks to process a person as a volunteer. Some assignments will take longer based on background check requirements.
4. Volunteers must be fully approved prior to beginning their assignment.
5. If the volunteer is under the age of 18, they may participate in Youth Sports Programs under the supervision of an adult with the appropriate background check.

2. Log In to the New Volunteer Request Form

1. Open the form by going to the following address: https://hsu.link/volunteerform
2. You may be prompted to log in. Use your Humboldt username and passwords to log in.
3. The Volunteer Requests – Request Inquiry will open.



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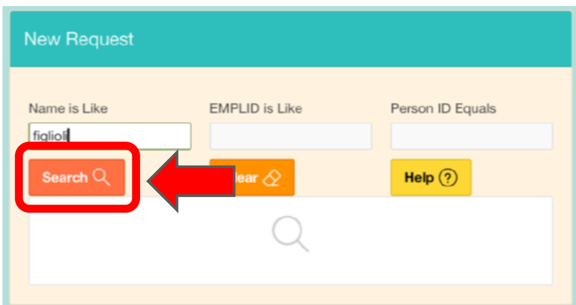
Human Resources

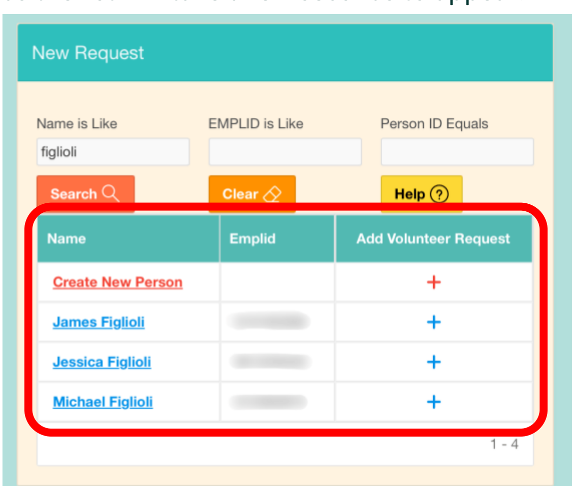
3. Start a New Request

1. To start a new request, type the volunteer's appropriate information in one of the **Name is like, EMPLID is Like or Person ID Equals** fields in the **New Request box** on the left-hand side.

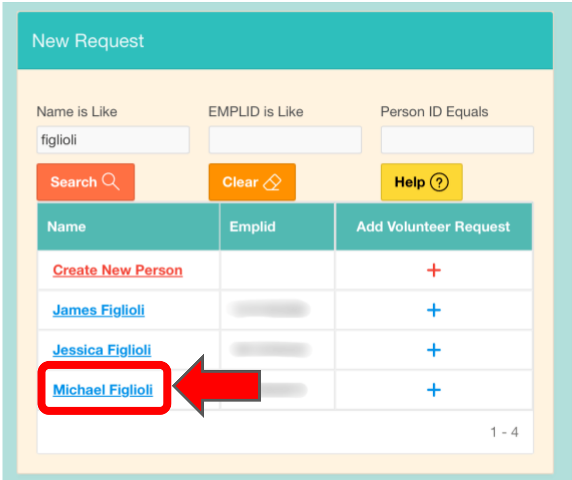
2. Click the **Search** button.



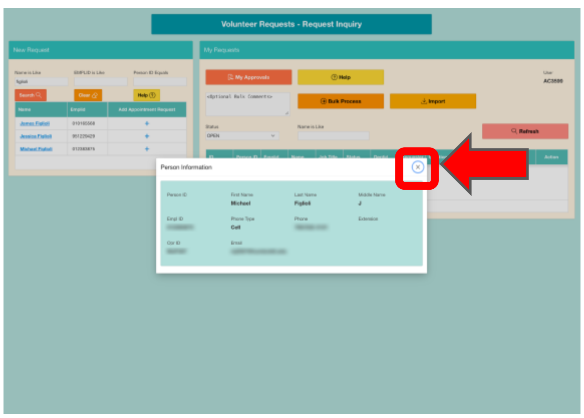
3. A list of people matching the search criteria will appear in the white area below the buttons. Be patient, as the list will take a few seconds to appear.



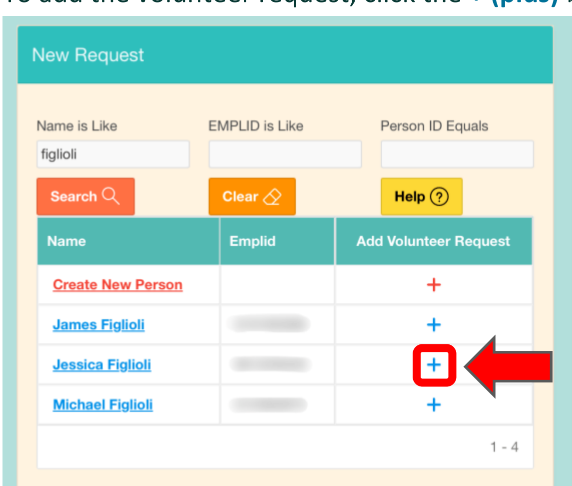
4. If there is more than one match, or if you want to be sure that you are selecting the right person, you can click the person's name. Otherwise, skip to Step 3.6



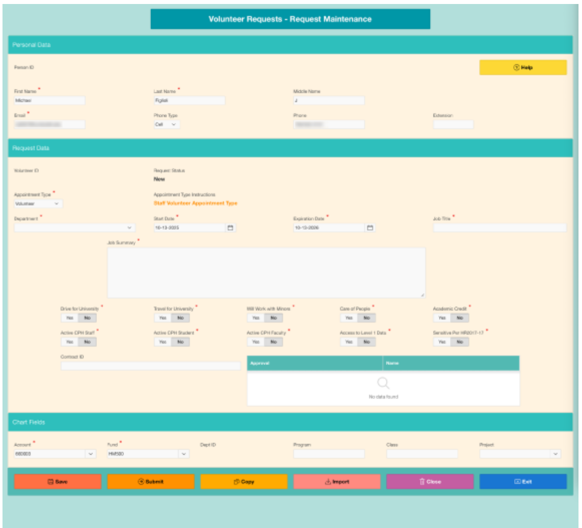
5. The **Person Information** pop-up window will open showing the person's information. To close the window, clik the **X** on the top-right corner of the pop-up window.



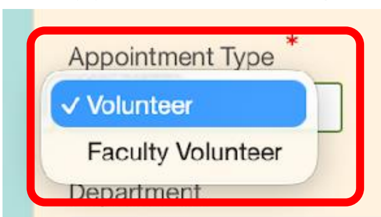
6. To add the volunteer request, click the **+ (plus)** button in the Add Appointment Request column.



7. The **Volunteer Requests – Request Maintenance** window will open with the person's information pre-filled.



8. First, select the Appointment Type by clicking the **Appointment Type** drop-down menu. There are two options: Volunteer, which is for any staff appointment and is selected by default; and Faculty Volunteer, for any person volunteering in a faculty appointment.



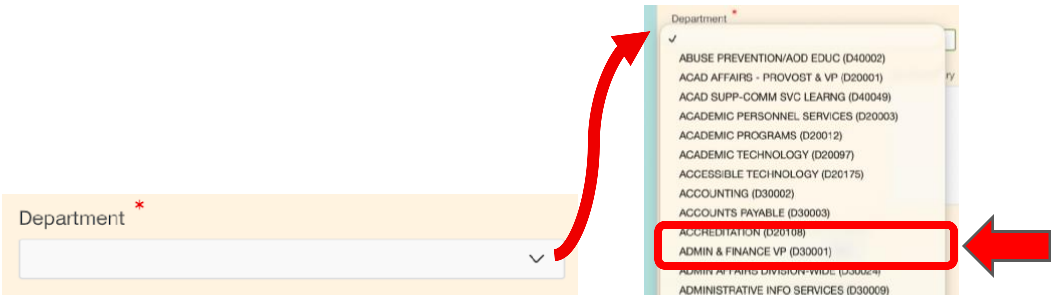
9. Note that when you select one of these options, the Approvals section will change accordingly. The Volunteer option will only need one Approval, from the Manager if the Volunteer is not in an Academic Department;

Approval	Name
Manager	

If the Volunteer is in an Academic Department (selected in step 3.10) or the Faculty Volunteer type is selected, this will require two approvals, one from the Department Chair and the other from the Manager

Approval	Name
Department Chair	
Manager	

10. Select the Department where the person is going to be volunteering by clicking the Department drop-down menu and selecting the appropriate option.



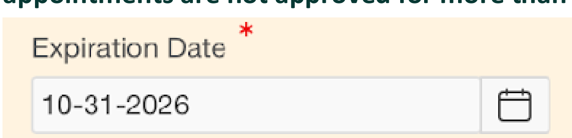
11. Select the date that the person will begin to volunteer by selecting clicking the calendar icon to the right of the **Start Date** field. This will open a calendar; find the appropriate date and click it. By default the date is set to 2 weeks from the current date, but you can change it to any date after the current date.

a. Your chosen start date may change based on HR's ability to process the appointment.

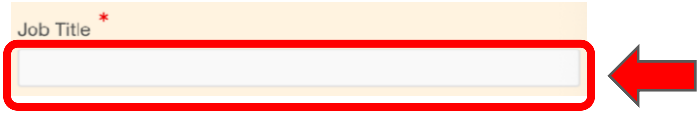
b. If the appointment is not completed by your chosen start date, then two weeks will be added to the start date

c. If the appointment is completed prior to the additional two weeks, then the appointment start date will be the date of completion

12. The Expiration Date will default to a year from the established Start Date. You can leave as is, or change it to a closer date. To change the date, follow the same procedure as the previous field. **Be aware that appointments are not approved for more than a year.**

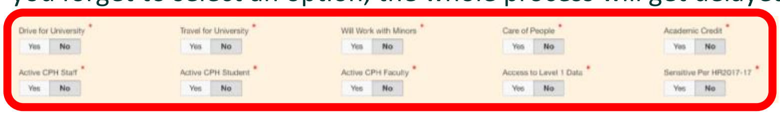


13. Type the volunteer's job title in the **Job Title** field.



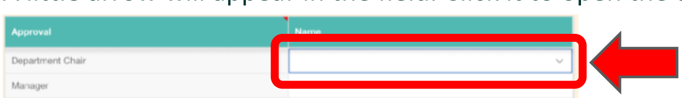
14. Type a description of the duties that the volunteer will be performing in the **Job Summary** field. The appointment summary must include enough information about the job duties for HR to evaluate the work being performed. HR may not approve appointments without sufficient appointment descriptions.

15. Select the appropriate duty categories on each of the option buttons. This is very important because if you forget to select an option, the whole process will get delayed.

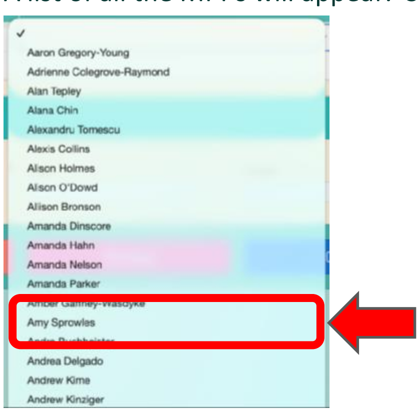


16. In the **Approval** box, you need to select the approver or approvers. In this example, we selected the Faculty Volunteer appointment type, so there are two approvers that need to be selected. To do so, double-click the **Name** field in the first row.

17. A little arrow will appear in the field. Click it to open the drop-down menu.

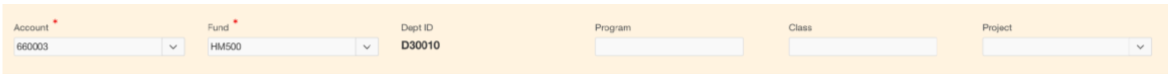


18. A list of all the MPPs will appear. Select the appropriate person from the list.

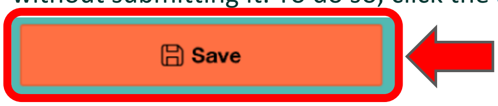


19. Follow the same procedure to select the second approver. Remember that if you selected the Volunteer appointment type, there may only be one approver.

20. The Account, Fund and Department ID will display the values based on the department that you selected before. You can select other options if you need to. You must have at least the Account and Fund.

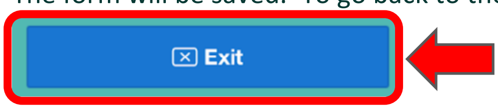


21. If you are unsure about any of the information or you have incomplete data, you can save the form without submitting it. To do so, click the **Save** button.



When you are ready, you can open the request again and submit it. You will learn how to do this in Step 5.

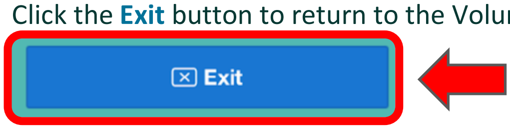
a. The form will be saved. To go back to the home page, click the **Exit** button.



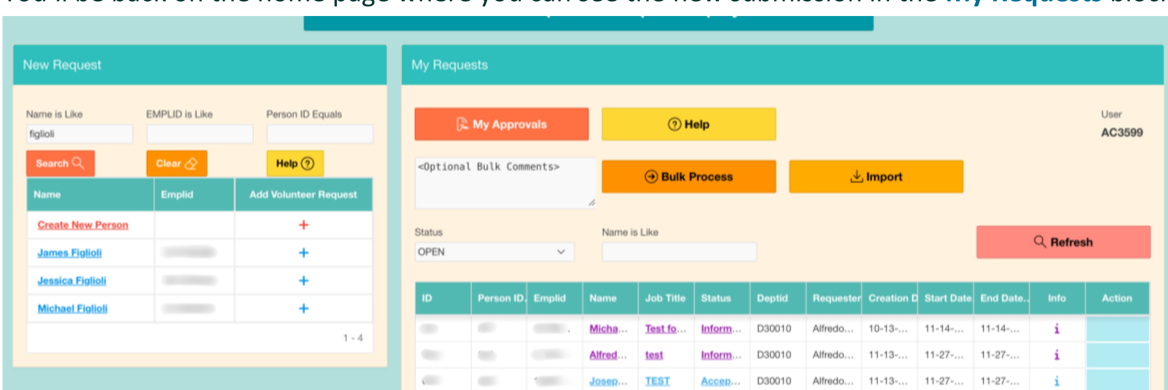
22. If you have all the information ready, you can simply submit it by clicking the **Submit** button.

23. The Request status will change to **Submitted** and a message will appear reading **Submit was Successful**

24. Click the **Exit** button to return to the Volunteer Requests – Request Inquiry home page.

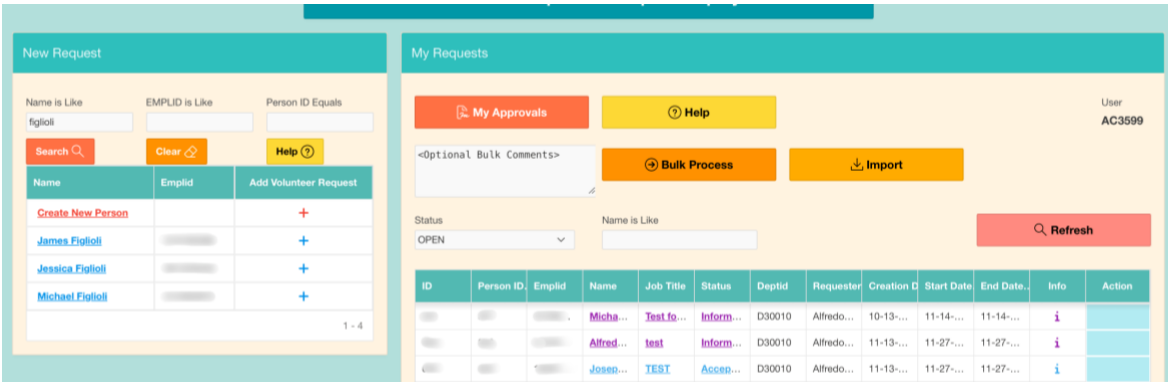


25. You'll be back on the home page where you can see the new submission in the **My Requests** block.

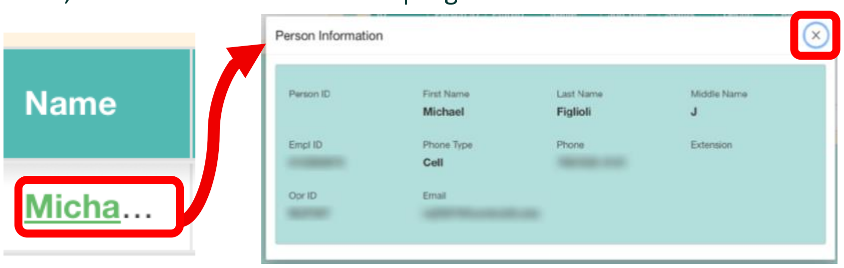


4. Reviewing the Submission Status

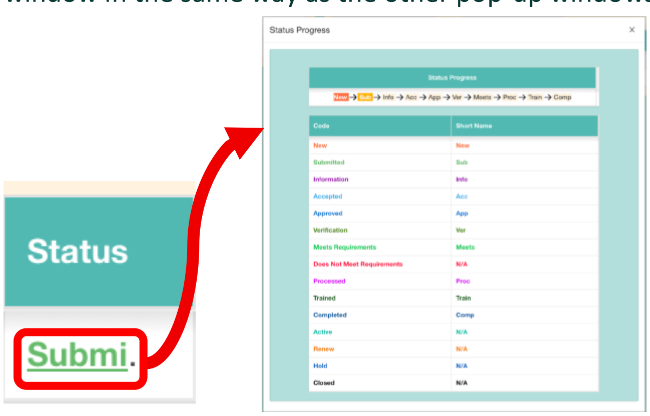
1. In the **My Requests** block you will now see the request that you saved, as well as any that you have submitted before.



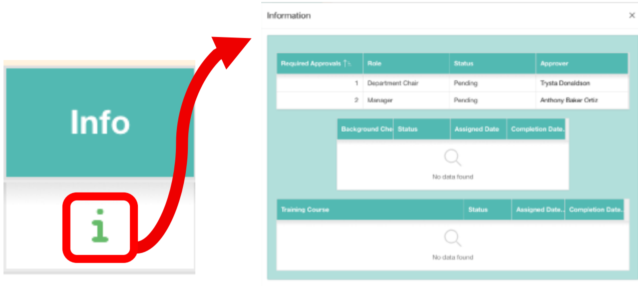
   a. You can access important information from this view. First, you can review the volunteer's personal information by clicking the Name link. This will open a pop-up window. When you are done, click the X button on the top-right corner to close it.



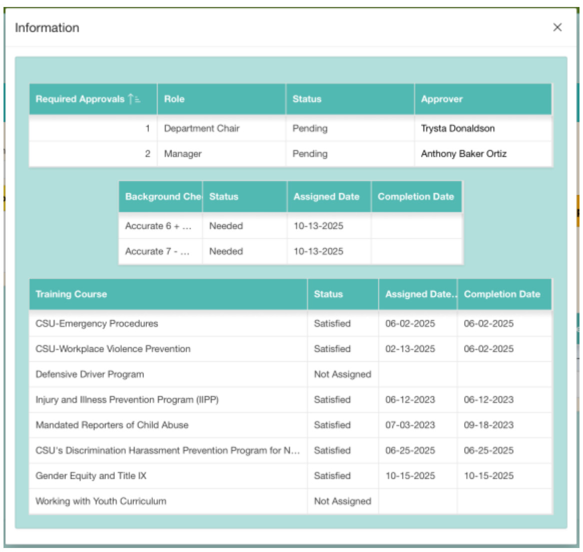
   b. The status column shows where in the process the form is at the moment. Clicking the Status link will open another pop-up window that explains the different statuses that the form will go through. At the top it shows where the form is in the process and what the next process will be. In this case, the form is set as New, and the next step is Submitted. You can close the pop-up window in the same way as the other pop-up windows.



c. By clicking the i button in the Info column, a pop-up window will open with a quick view of detailed information about the form's status. Close the pop-up window as usual.

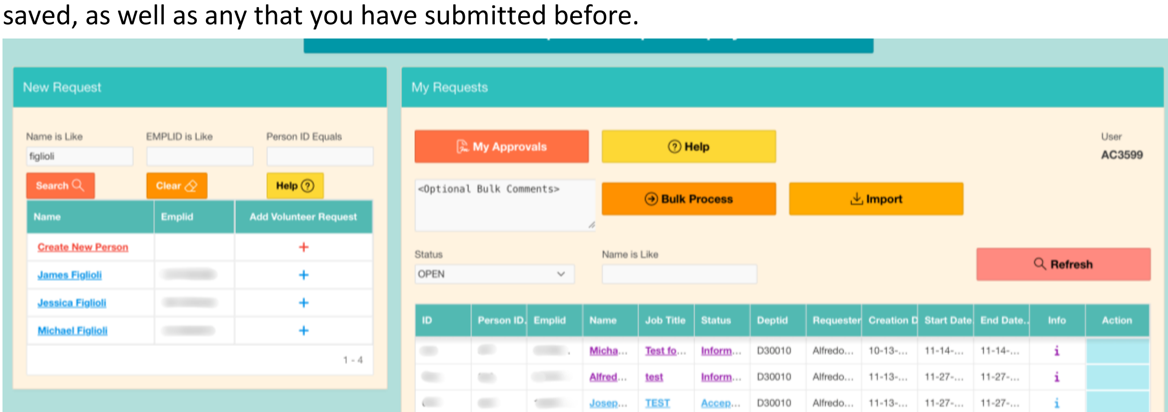


d. After a day or so, when the form has updated, when you click the Info link, a pop-up window will open with information about the approval statuses and the types of background checks and training needed.



5. Opening a Saved Request

1. As mentioned before in **Step 3.21.a**, after you clicked the Exit button you were directed to the Volunteer Requests – Request Inquiry home page. In the **My Requests** block you will now see the request that you saved, as well as any that you have submitted before.



2. To open the form to update it or to submit it, click the Job Title link in the **Job Title** column.

3. The form will open again.

4. Fill out the missing information and click the **Submit** button.