

How-To: Volunteer Signature

1. Introduction

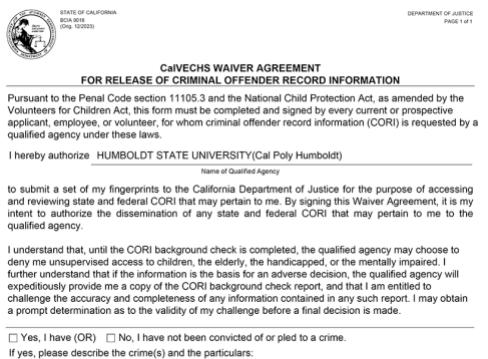
Volunteers need to digitally sign the Volunteer Request form to verify their information and agree to the terms of volunteering.

2. Email Notification for the Volunteer

1. You will receive an email with a link to the Volunteer form. Click the [Volunteer Form Link](#) to open the Volunteer Agreement.



2. If you need a background check based on the volunteer work, you will also receive a [CalVECHS Waiver Agreement for Release of Criminal Offender Record Information](#) attachment. Please open it with Adobe Acrobat, sign it and email it to hrbackground@humboldt.edu



CalVECHS WAIVER AGREEMENT
FOR RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION

Pursuant to the Penal Code section 11105.3 and the National Child Protection Act, as amended by the Volunteers for Children Act, this form must be completed and signed by every current or prospective applicant, employee, or volunteer, for whom criminal offender record information (CORI) is requested by a qualified agency under these laws.

I hereby authorize HUMBOLDT STATE UNIVERSITY(Cal Poly Humboldt) _____
Name of Qualified Agency

To submit a set of my fingerprints to the California Department of Justice for the purpose of accessing and reviewing state and federal CORI that may pertain to me. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any state and federal CORI that may pertain to me to the qualified agency.

I understand that, until the CORI background check is completed, the qualified agency may choose to deny me unsupervised access to children, the elderly, the handicapped, or the mentally impaired. I further understand that if the information is the basis for an adverse decision, the qualified agency will expeditiously provide me a copy of the CORI background check report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

Yes, I have (OR) No, I have not been convicted of or pled to a crime.
If yes, please describe the crime(s) and the particulars:

I am a current or prospective (circle one): Applicant / Employee / Volunteer
Signature _____ Date _____

Printed Name _____

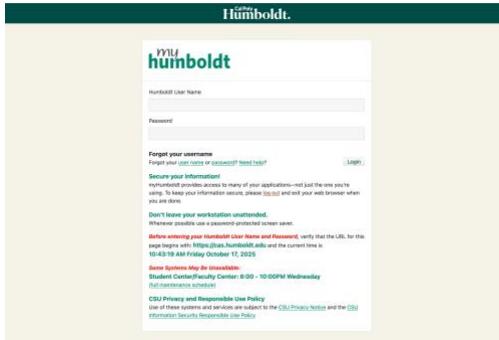
Address for receiving copy of criminal history _____

To Be Completed By Qualified Agency: _____

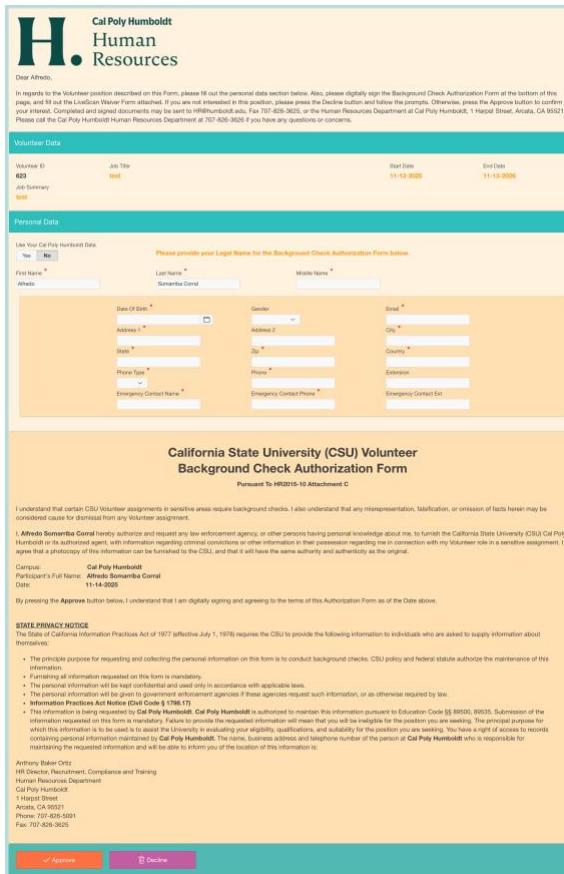
Agency Name HUMBOLDT STATE UNIVERSITY (Cal Poly Humboldt)
Address 1 HARPS ST ARCATCA CA 95521
Telephone 707-826-3626

Note: This document must be retained by the qualified agency for audit purposes.

- If you haven't logged in to the MyHumboldt portal within the past hour, you will be prompted to log in. Use your Humboldt username and passwords to log in.



- The **Volunteer Agreement Form** will open.



3. Volunteer Agreement Form

- Read the form carefully as you will have to sign that you agree to the terms.

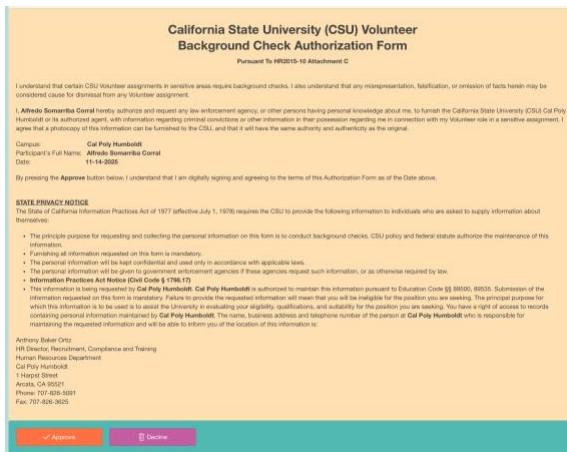
2. In the Personal Data section, click the **Yes** button to use your Cal Poly Humboldt personal data. All the fields below will disappear. Skip to step 3.4.



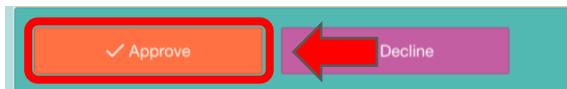
3. If you want to use a different set of information, leave the **No** button selected and fill out the required fields.



4. If a background check is needed for the type of volunteer work you will be doing, a Background Check Authorization Form will be included. Read it carefully; if you don't pass the background check you won't be able to perform the volunteer duties.



5. Click the **Approve** button to authorize Human Resources to process the background check and to sign that you approve the volunteer agreement.



6. If you Decline to authorize the background check and the volunteer agreement, click the **Decline** button. The request will automatically close.

7. The form will move to the next stage of the workflow.