

Fullerton College Volunteer Procedure

Persons volunteering at Fullerton College are processed as outlined below:

- Volunteer is identified and approved by the manager of area in which the volunteer will be working
- An interoffice memo to the President is prepared requesting approval for the volunteer. Memo includes the following information
 - Name
 - what volunteer will be doing
 - experience and background that support volunteer's qualifications to assist
- This interoffice memo is sent from the Dean to the appropriate Vice President for approval
- The interoffice memo is sent from the Vice President to the President for approval
- Signed off interoffice memo is sent to District Human Resources for placement on a Board Meeting Agenda to secure Board approval
- Board approves