



**Approvals**

\_\_\_\_\_  
**Volunteer Supervisor** (Print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Budget Head/Director** (Print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Vice President** (Print)

\_\_\_\_\_  
**Signature**

**HR Only**

Form Review and Approved by:

\_\_\_\_\_  
HR Staff ( Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date