

(Daily assignment procedure for volunteers & students)

CAASTLC VOLUNTEER & INTERNSHIP PROGRAM

1. All volunteers and interns must apply and be processed through the Human Resource Department.
2. Volunteers and interns will receive a badge from Human Resources (Executive Administrative Assistant).
3. All paperwork in reference to volunteers and interns will be maintained by HR.
4. Volunteers and Student Interns must complete a confidentiality agreement.
5. Volunteers/students must sign-in at the front desk upon arrival in the building to begin their assignment and sign out at the front desk upon leaving the building.
6. Volunteers will check-in with their designated supervisor immediately upon arrival to pick-up their assignment (in the absence of their supervisor they can check in with HR)
7. Those volunteers and students who are assigned through various educational institutions, summer work programs, career programs, etc. must clock in and out and complete a weekly time sheet (usually designated by their program).
8. Attached you will find an assignment request document. If you need assistance, please complete the form and return it to Human Resources.

Your cooperation will be greatly appreciated.