



Department:		Campus Zip:	
Supervisor Name:		Title:	
Campus Phone:		Campus Email:	
Start Date (mm/dd/yyyy):		End Date (mm/dd/yyyy):	
Assignment & Summary of Duties:			

Is a professional license or certificate required? YES NO If YES, Specify: _____

BACKGROUND REQUEST CHECKLIST - MUST BE COMPLETED BY SUPERVISOR

LiveScan (Fingerprinting) Requirements - Will the Volunteer:

- YES NO Be in a sworn CSU Police Personnel, Police Officer Cadet, or Police Dispatcher Position
- YES NO Be in direct contact with minor children at a camp operated by the CSU (Education Code §10911.5) The CSU is clarifying that campuses may conduct a search of the sexual offender registry for volunteers who will have regular or direct contact with minors.
- YES NO Be in a position with access to stored criminal offender record information (11 CCR §703 and 11 CCR § 707)
- YES NO Be in a position with access to patients, hazardous materials, or medication (California Labor Code § 432.7)

Background Check Requirements - Will the Volunteer:

- YES NO Be in a position with access to Level 1 Data (protected, private or sensitive data)

The background search must be concluded and the results reviewed and approved by HR prior to starting volunteer duties.

SAFETY TRAINING CHECKLIST - MUST BE COMPLETED BY SUPERVISOR

Volunteer must complete required safety trainings prior to start of assignment. Will the volunteer be required to:

- YES NO Be in direct contact with minors (Youth Protection training required)
- YES NO Come to campus (COVID-19 Safety training required)
- YES NO Drive a golf cart (Golf Cart Training required)
- YES NO Drive on University business (Defensive Driving course completion required)
- YES NO Perform other potentially hazardous tasks not listed here such as but not limited to: heavy lifting, climbing ladders, or handling hazardous materials (Follow up needed)

Supervisor Signature:		Date:	
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INSTRUCTIONS: Submit completed form to hr-empservices@csus.edu via AdobeSign. After review by HR, an email notification will be sent to the Supervisor advising them of the Volunteer’s status. If approved, it is the Supervisor’s responsibility to contact the Volunteer to start the assignment. While submitted forms are maintained by HR – Employment Services for record keeping purposes, please keep a copy for your own reference. **Forms with elapsed END DATES will not be accepted.**

VOLUNTEER INFORMATION

ARE YOU ELIGIBLE FOR VOLUNTEERING?

Before you continue, verify if you are receiving from Sac State in return for the specified volunteer services described above:

YES NO Academic, internship, or certification credit? YES NO Pay or any other compensation?

OR: YES NO Are you a current contractor or consultant with Sac State?

If "yes" to any question, you do not meet the volunteer criteria and cannot serve as a volunteer. If "no," please continue.

Current Sac State Affiliation: No Affiliation Student Faculty/Staff CalPERS Annuitant & Agency Name: _____

Last Name:		First Name:		MI:
Sac State/EMPL ID #:			Month and Day of Birth (mm/dd):	
Street Address:		City:	Zip Code:	
Phone:		Email:		
Emergency Contact Name:		Emergency Contact Phone:		

VOLUNTEER ACKNOWLEDGMENT

This is to acknowledge that I desire to volunteer my services and perform the duties listed above. I understand that services rendered by me will be at the direction of the named supervisor and/or designee and will not be compensated. Further, I understand that I serve at the discretion of my supervisor and/or designee.

Confidentiality of Records: I acknowledge that information contained in Student Financial and Human Resources records for Sacramento State students, employees, volunteers and alumni must be maintained in a confidential manner. I understand that as a volunteer of an office that has access to records in computer information systems or any other source, I am required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information in any such system may compromise the integrity of the system or otherwise violate individual rights of privacy and/or constitute a criminal act. Distribution and/or reproduction of any record or information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this information is punishable by fine and/or imprisonment. Further, I understand University computer systems are for the use of authorized use only. I acknowledge and agree to the preceding confidentiality.

I acknowledge that I cannot start volunteer duties until notified by Department Supervisor.

I have read and understand the [California State University Volunteer Policy](#)

Are you under the age of 18? YES NO If yes, submit the Parental Release form.

Volunteer Signature:		Date:	
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HUMAN RESOURCES REVIEW

Designated HR Representative Review: _____ Date: _____

CLASSIFICATION & COMPENSATION REVIEW (only for volunteers who are current employees):

APPROVED DENIED Initials of Class & Comp Analyst: _____ Date: _____

Reason for Denial:

STATEMENT ACKNOWLEDGING REQUIREMENT
TO REPORT CHILD ABUSE AND NEGLECT
[USE FOR LIMITED REPORTERS ONLY]

INSTRUCTION FOR HUMAN RESOURCES: Provide this form, as well as Attachments A and B of Executive Order 1083 Revised July 21, 2017, to employees who are identified as Limited Reporters*. Retain the completed form in the employee's official personnel file.

***Exception:** Non-Management Personnel Plan employees hired prior to January 1, 1985

California law **requires** certain people, known as "Mandated Reporters," to report known or suspected child abuse or neglect. You have been identified as a certain type of Mandated Reporter: a Limited Reporter under Penal Code § 11165.7(a)(41). As a Mandated Reporter, you are required by the law to sign this statement acknowledging your legal reporting obligations.

A copy of the relevant provisions of the law explaining the definition of "Mandated Reporter" (Penal Code § 11165.7), the reporting obligations (Penal Code § 11166), penalty for failure to report abuse or impeding report (Penal Code § 11166.01), the contents of the reports, and the confidentiality of the Mandated Reporter's identity (Penal Code § 11167) is attached.

Online training is available to you at <https://ds.calstate.edu/?svc=skillsoft> (under keyword search "Mandated Reporter").

While it is not required, we strongly encourage you to take the training.

WHEN REPORTING ABUSE IS REQUIRED

As a Limited Reporter, whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect **on CSU premises or at an official activity of, or program conducted by, the CSU**, you must report the suspected incident (Penal Code §§ 11166(a) and 11165.7(a)(41)).

PROCEDURE FOR REPORTING

To make a report, you **must** do the following:

- **Immediately, or as soon as practically possible**, contact by phone one of the following: police or sheriff's department (including campus police but not including a school district police or security department); a county probation department (if designated by the county to receive mandated reports); or the county welfare department (Child Protective Services or CPS).
- **Within 36 hours of receiving the information concerning the incident:** complete Form SS 8572 (available online at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf) per the instructions (available online at http://ag.ca.gov/childabuse/pdf/8572_instruct.pdf); and send, fax or electronically transmit it to the agency that was contacted by phone (Penal Code § 11166(a)).

Names and contact information for agencies that can accept reports are available online at the following websites:

California State University Police Departments (by campus):
<http://calstate.edu/strategicinitiatives/UPD/contacts.shtml>

Child Protective Services (by county):
http://www.hwcws.cahwnet.gov/countyinfo/county_contacts/hotline_numbers.asp

For Sheriffs' Departments (by county):
<http://www.calsheriffs.org/sheriffs-offices.html>

Note: Reporting to a supervisor, a coworker, or other person is not a substitute for making a mandated report to one of the agencies listed above.

ABUSE AND NEGLECT THAT MUST BE REPORTED

Physical abuse, meaning physical injury other than by accidental means inflicted on a child (Penal Code § 11165.6).

Sexual assault, including sex acts with a child, intentional masturbation in the presence of a child, child molestation, and lewd or lascivious acts with a child under 14 years of age or with a child under 16 years of age if the other person is at least ten years older than the child (Penal Code § 11165.1(a)(b)).

Sexual exploitation, including acts relating to child pornography, child prostitution, or performances involving obscene sexual conduct by a child (Penal Code § 11165.1(c)).

Statutory rape involving sexual intercourse between a child under 16 years of age and a person 21 years of age or older, which is also a form of "sexual assault" (Penal Code § 11165.1(a)).

Neglect, meaning the negligent treatment or maltreatment of a child by a parent, guardian or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare (Penal Code § 11165.2).

Willful harming or injuring or endangering a child, meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered (Penal Code § 11165.3).

Unlawful corporal punishment, meaning a situation in which any person willfully inflicts upon a child cruel or inhuman corporal punishment or a physical injury (Penal Code § 11165.4).

WHAT IS NOT CHILD ABUSE OR NEGLECT?

The law does **not** consider the following child abuse or neglect for reporting purposes:

- Injuries caused by two children fighting during a mutual altercation (Penal Code § 11165.6)
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment (Penal Code § 11165.6)
- Reasonable and necessary force used by public school officials to quell a disturbance threatening physical injury to person or damage to property, for self-defense, or to obtain possession of weapons or other dangerous objects under a child's control (Penal Code § 11165.4)

- Corporal punishment, unless it is cruel or inhumane or willfully inflicts a physical injury (Penal Code § 11165.4)
- Not receiving medical treatment for religious reasons (Penal Code § 11165.2(b))
- Acts performed for a valid medical purpose (Penal Code § 11165.1(b)(3))
- An informed and appropriate medical decision made by a parent or parent, guardian or caretaker after consultation with a physician who has examined the child (Penal Code § 11165.2(b))

IMMUNITY AND CONFIDENTIALITY OF REPORTER

Mandated Reporters cannot be held civilly or criminally liable for their reports. Instead, they enjoy immunity from prosecution for their reporting of suspected child abuse (Penal Code § 11172(a)). Both the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies (Penal Code § 11167(d)).

PENALTY FOR FAILURE TO REPORT ABUSE OR IMPEDING REPORT

A Mandated Reporter who fails to make a required report of abuse, or any administrator or supervisor who impedes or inhibits a report, is guilty of a misdemeanor punishable by up to six months in jail, a fine of \$1,000, or both (Penal Code Section 11166(c) and Section 11166.01(a)). Where the abuse results in death or great bodily injury, the Mandated Reporter who fails to make a required report or administrator or supervisor who impeded or inhibited the report is subject to punishment of up to one year in jail, a fine of \$5,000, or both (Penal Code Section 11166.01(b)).

ACKNOWLEDGMENT

I acknowledge being provided with copies of Penal Code Sections 11165.7, 11166, 11166.01, and 11167. I acknowledge and understand my responsibility and legal obligation to report known or suspected child abuse or neglect in compliance with Penal Code Section 11166.

Employee’s Name: _____ Dept.: _____

Signature: _____ Date: _____