



Volunteer Information

Altruistic & Skilled Volunteers

Prepared by:	Preparer title:	Preparer phone:
Host Site Information		
Site name (program, department, etc.):	Supervisor name:	
Physical location(s) of volunteer:	Supervisor phone:	
Proposed schedule/ hours per week:	Supervisor email:	
Requested start date:	Anticipated end date:	
Volunteer Information		
Volunteer name:	Volunteer date of birth:	
Volunteer email:	Minor? <input type="radio"/> No <input type="radio"/> Yes	
Volunteer phone:	Born or lived most their life outside the US? <input type="radio"/> No <input type="radio"/> Yes	
Status: <input type="radio"/> New <input type="radio"/> Additional assignment <input type="radio"/> Returning <input type="radio"/> Resubmission/ updated info		
Description of visit		
Altruistic volunteer and skilled volunteer activities are limited; please reference the OVV website for details. Both classifications are intended for those who are donating their time with altruistic intent. If this does not describe your individual, please visit the OVV website for other classifications, forms, and policies. Use this section to list the description of the volunteer's experience at OHSU.		
Summary:		
<input type="radio"/> Altruistic	<input type="radio"/> Skilled	
Proposed assigned duties:		
Physical demands (provide detail):		
Will the volunteer be receiving academic credit from their home institution for this experience?		<input type="radio"/> No <input type="radio"/> Yes
Will the volunteer be compensated for this experience?		<input type="radio"/> No <input type="radio"/> Yes
Anticipated outcomes for Volunteer		
What knowledge, skills or abilities will they obtain in their time here?		
Will the volunteer enter patient exam/surgical rooms?		<input type="radio"/> No <input type="radio"/> Yes



Will the volunteer be interacting with research subjects?		<input type="radio"/> No <input type="radio"/> Yes	
Will the volunteer be interacting with research subjects that are simultaneously being treated as in or out-patients?		<input type="radio"/> In-patient <input type="radio"/> Out-patient <input type="radio"/> Not applicable	
Will the volunteer handle or come in contact with fluids, tissues & biological hazards? If yes, please describe:		<input type="radio"/> No <input type="radio"/> Yes	
Will the volunteer handle or come in contact with equipment? If yes, please describe:		<input type="radio"/> No <input type="radio"/> Yes	
OHSU ID Badge Information ID Badges are required for all Volunteers. ID Badges issued once the volunteer has completed all compliances. Volunteers cannot begin their assignment until a badge is issued. Badges are \$25 and can be paid for by the hosting department or by the volunteer. Please indicate below:			
<input type="radio"/> Paid for by Hosting Site: Alias: <small>(4 letters, 4 numbers)</small>		<input type="radio"/> Paid for by volunteer FAID: <small>(8 numbers)</small>	<input type="radio"/> West Campus <input type="radio"/> Remote
Special ID Badge access (if applicable):			
Required Approvals Signatures need to be obtained in the following order:			
1	Volunteer/Volunteer Hosting Supervisor Name: _____ Sign: _____ Date: _____		
2	Hosting Site approval (e.g. Director/Chair, HR Manager, Administrator, etc.) Name: _____ Sign: _____ Date: _____		
3	Office of Visitors & Volunteers Sign & Date: _____	FOR OVV USE ONLY <input type="checkbox"/> Indirect <input type="checkbox"/> Direct <input type="checkbox"/> Exempt <input type="checkbox"/> Hep B <input type="checkbox"/> WC Indirect <input type="checkbox"/> WC Direct <input type="checkbox"/> Animal <input type="checkbox"/> Other	
4	EHRS Safety Officer (if applicable) Sign & Date: _____ Comments: _____		
5	Risk Management (if applicable) Sign & Date: _____ Comments: _____		
6	Office of International Affairs (if applicable) Sign & Date: _____ Comments: _____		
7	Volunteer Print: _____ Sign: _____ Date: _____		
8	Volunteer Guardian (if minor) Relationship: _____ Print: _____ Sign: _____ Date: _____		
9	<i>Revision of Duties</i> Date revised: _____	<i>Hosting Site Sign:</i> _____	<i>OVV Sign:</i> _____
			<i>Volunteer Sign:</i> _____



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Completing & submitting the form

1. Hosting site completes the form, including first two levels of signature approvals (hosting supervisor and department approval).
2. At least 3 weeks prior to the volunteer's arrival, the hosting site submits to the Office of Visitors & Volunteer (OVV) via OVV@ohsu.edu:
 - a. Volunteer Information form (included), and
 - b. Ensure the volunteer has completed the [online registration form](#)
 - c. Minors must submit a completed [Activity Consent Form and Approval by Parent or Legal Guardian](#).
 - d. If a minor is located in a research or laboratory setting, submit the completed [Guidelines for Hosting Minors in Laboratories](#).
3. OVV reviews the forms and distributes the Volunteer Information form to other approving departments as appropriate (e.g. Risk Management, etc.).
4. Once all approvals have been collected, and the background check has cleared, OVV will notify the hosting site and volunteer about next steps of registration.
5. OVV to discuss your particular needs and the possible appropriate mechanisms for registration.
6. The volunteer's status does not begin until they have completed registration with the OVV and have been issued an OHSU ID badge.
7. Multiple Volunteer Information forms may be required if the volunteer is being offered multiple separate opportunities.
8. Updated Volunteer Information form should be submitted if there is a change in duties, exposures, supervision, or other information included in the form.
9. The Department approval can be an Administrative Coordinator, Department HR Coordinator or other main department administrative contact; it does not have to be a Director, Head or Chair.
10. For more information about onboarding volunteers please visit our website for Hosting Departments or frequently asked questions section on the [OVV website](#).

Items of note

1. Be sure to review the characteristics of a volunteer via the [OVV website](#).
2. If the Volunteer does not meet the characteristics listed in website, please contact