



VOLUNTEER SPECIAL PLACEMENT PROCEDURE

Special Placement Volunteer: A volunteer who has been accepted by a department for a nontraditional volunteer placement.

Procedure:

Write a letter to Volunteer Services Department on Departmental Letterhead:

- Attention letter to: **“Dear Volunteer Services”**
- Justification for having a volunteer.
- Contact information for volunteer.
- Responsibilities
- Hours-length of stay, start date, hours per day/week, (assignment must be at least one month).
- Signature of director/or supervisor for volunteer placement.
- Contact information for director/or supervisor.
- Fax letter to Volunteer Services at 936-9423, attention: Lisa Beach

After letter is received, Volunteer Services will contact special placement volunteer for interview and processing appointment and/or call director/supervisor for clarification of letter, if needed.

Volunteer must bring the following items to interview appointment:

- Driver’s License or picture ID. UM students must bring M-Card.
- Copy of Visa or proof of visitor status, if appropriate
- Documentation of measles/rubella immunization/immunity, if born after 1956.
- TB skin test (if not available, volunteer will be required to have a TB skin test performed at Employee Health Service).
- Social Security number
- Proof of Health Insurance

For further information or questions, please call 936-4327, ext. 3.