

## **Volunteer Form Instructions (SRC)**

1. To open the online form, click this link:
2. [https://elcamino.formstack.com/workflows/volunteer\\_form\\_fy23](https://elcamino.formstack.com/workflows/volunteer_form_fy23)
3. Please complete the fields that require your personal information.
4. In the "Division" field, please enter: Library & Learning Resources
5. In the "HR Technician" field, please select: Richard Gonzalez.
6. In the "Start Date" field, please input your anticipated start date.
7. In the "End Date" field, please input your actual end date (no later than June 30 of the current fiscal year).
8. In the "Type of Work Assigned" field, please enter a brief description of the type of volunteer services you will provide. If these services are affiliated with an organization outside of El Camino College, please include the name and contact information of the organization. **If you are assisting a specific student, please also include that student's name and student ID #.**
9. In the "Supervisor Name" field, please enter the name of the El Camino College employee to whom you will report.
10. In the "Dean/Director" field, please enter: Gary Greco ([ggreco@elcamino.edu](mailto:ggreco@elcamino.edu))
11. Answer the "Convictions" question and sign the form electronically.
12. Click "Submit."

The completed form will be routed to the supervisor named on the form for approval. Please contact Richard Gonzalez in Human Resources ([rgonzalez@elcamino.edu](mailto:rgonzalez@elcamino.edu) or 310-660-3593 x 5807) within 24-48 business hours of submitting your form for the next step.