

## FRESNO CITY COLLEGE VOLUNTEER CHECK-OFF LIST

### **YOU MUST COMPLETE THE FOLLOWING BEFORE YOU BEGIN VOLUNTEERING**

- Before you begin volunteering, you will need to do the following:
  - TB Skin Test Request & Results Form - You may take the TB test on campus, at the Health Services office, Room 112 located in the Student Services building (lower level). Tests are given on Monday, Tuesday, Wednesday, and Friday between the hours of 8:30-4:30 pm. There is no charge for this service. A negative TB skin test or cleared x-ray must be dated within the last 60 days.
  - Injury and Illness Prevention Program (IIPP) Certification – This is a safety training video that must be viewed prior to employment. Please see the attached sheet for instructions on how to complete the certification.
  
- Pick up the Volunteer Operational Guideline from the department you are volunteering for. Fill out the Volunteer Service Agreement. Initial and sign where indicated. Have the area administrator sign and date.
  
- Included in the packet is SCCCD's policy on sexual harassment. Please look this over so you understand not only your rights, but also the rights of those around you. Sexual harassment is a serious issue and will not be tolerated.
  
- Even though you are a volunteer, you are covered under the District's Workers' Comp. Read over the Company Nurse® memo to familiarize yourself with what you need to do in case of a workplace injury or illness.
  
- The next packet of papers is the Workers' Comp Pre-designation of Personal Physician.   
 By signing this, you are stating that you have received the related paperwork.
  - If you are injured during your tenure as a volunteer, SCCCD has its own doctors for you to see. Under state law however, you have the right to see your own physician if you wish. If you would rather go to your own doctor, please read through the packet, fill it out, and take it to your doctor to complete and sign. Return it to Administrative Services in OAB-161.
  
- Return all paperwork to the department's administrative staff.