TEXAS TECH UNIVERSITY
Volunteer Worker Authorization Sheet

Project Information

Printed name of Volunteer Worker or Position

Printed name of Sponsor

Sponsoring Department

Location/room number where project will occur

Date(s) of project
Age of Volunteer

Position summary, procedure, and materials to be utilized:

Sponsor Agreement:

I AGREE TO SPONSOR
AND BY MY SIGNATURE BELOW AGREE THAT:

- I have read, understand, and will adhere to all applicable TTU policies and procedures regarding volunteers.
- Personal protective equipment appropriate for, and specific to, workplace hazards will be provided.
- This volunteer’s hours of work and work environment will comply with all state and federal labor regulations.
- My workplace is in full compliance with all applicable TTU safety programs, policies, and regulations.
- IF VOLUNTEER IS UNDER AGE 18:
  - Volunteers under the age of 18 shall have supervision present at all times and not be left alone during the scope of their volunteer duties.
  - The volunteer’s hours of work and work duties will comply with federal labor standard 29 CFR 570 “Child Labor Regulations, Orders and Statements of Interpretation.”
  - I have read, understand, and will adhere to all applicable TTU policies and procedures regarding minors in work environments.
• IF VOLUNTEER PERFORMS RESEARCH FUNCTIONS, Environmental Health and Safety approval must be granted before the volunteer may participate.
• I have completed this volunteer’s safety training by doing the following:

  ____________________________________________
  Printed name of Sponsor

  __________________________                ______________________
  Signature of Sponsor             Date

  ____________________________________________
  Printed name of Sponsor’s Department Chairperson/Director

  __________________________                ______________________
  Signature of Sponsor’s Department Chairperson/Director             Date

Environmental Health and Safety Approval (for research purposes):

• I have reviewed this application and to the best of my knowledge, all applicable TTU policies and procedures regarding Environmental Health and Safety have been properly addressed. I have reviewed the following specific requirements:
  o Personal protective equipment appropriate for, and specific to, workplace hazards has been identified and provided.
  o Volunteers under the age of 18 shall have supervision present at all times and not be left alone during the scope of their volunteer duties.
  o The hosting laboratory is in compliance with applicable TTU safety programs, policies, and regulations.
  o General and hazard-specific safety training for this volunteer has been completed
    • Please specify:

  ____________________________________________
  Approved by Environmental Health and Safety:

  ____________________________________________
  Printed name of Assistant Vice President of Environmental, Health & Safety

  __________________________                ______________________
  Signature of Assistant Vice President of Environmental, Health & Safety             Date
**Human Resources Approval:**

This completed consent form shall be forwarded to Human Resources for final approval and distribution as indicated below.

- I have reviewed this application and to the best of my knowledge, all applicable TTU policies and procedures regarding Human Resources have been properly addressed. I have reviewed the following specific requirements:
  - This volunteer’s hours of work and work environment will comply with all state and federal labor regulations.
  - IF VOLUNTEER IS UNDER AGE 18:
    - Volunteers under the age of 18 shall have supervision present at all times and not be left alone during the scope of their volunteer duties.
    - The volunteer’s hours of work and work duties will comply with federal labor standard 29 CFR 570 “Child Labor Regulations, Orders and Statements of Interpretation.”

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Printed name of Director of Human Resources

_____________________
Signature of Director of Human Resources

Date

Distribution:

- Original: Sponsoring Department
- Copies: Environmental Health and Safety (for research purposes)
  Human Resources