



TEXAS TECH UNIVERSITY
Human Resources

Adult Volunteer Worker Checklist

Volunteer Name: _____

Date: _____

Department Name: _____

Certified by (Print): _____

Signature: _____

Required Forms to be Submitted with the Volunteer Request Packet

_____ Adult Volunteer Worker Application

_____ Volunteer Release Form

_____ Volunteer Worker Authorization Sheet

_____ Confidentiality Statement

_____ Confidentiality of Student Information System Records

_____ Information Security Plan for Financial Information

_____ Foreign Influence Policy

After the Volunteer Request Packet has been reviewed by Human Resources and before receiving an assignment of work duties, the prospective Volunteer is required to have a criminal history, sex offender, and violent offender check completed. The department should initiate the background check using the link below.

_____ Background Check Initiated <https://apps.hr.ttu.edu/HRForms/BackgroundCheck/>

Upon completion of a successful background check, Human Resources will sign the last page of the Volunteer Worker Authorization Sheet and distribute as indicated on the form.