TEXAS TECH UNIVERSITY
Human Resources

Coach Volunteer Worker Checklist

Volunteer Name: _____ **Date:** _____

Department Name: _____ **Sport:** _____

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

_____ Volunteer Coach Employment Form

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.