

**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:
 - Personal protective equipment appropriate for, and specific to, workplace hazards has been identified and provided.
 - 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 hosting laboratory is in compliance with applicable TTU safety programs, policies, and regulations.
 - 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.”

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