

Volunteer Check-In/Check-Out Form

Name: _____ Date In: _____ Date Out: _____

Mailing Address: _____ Telephone Number: _____

Home Address (if different than mailing): _____

Email Address: _____

Emergency Contact Name and Relationship to Volunteer: _____

Emergency Contact Phone Number(s): _____

VIMS Sponsor/Supervisor: _____ Telephone Number: _____

Work Area(s): _____

This sheet must be signed by each person listed below (where applicable) and returned to Sally Brooks – Watermen’s Hall Suite 205. When ending a volunteer position, this sheet must be retrieved from Sally Brooks and turned back in to her upon completion.

CHECK-IN

CHECK-OUT

Date Safety Office, Facilities Management Building
Tom Grose/Eric Fidler; Complete Safety Training and turn in
Liability Waiver *(required signature)*

Date Safety Office, Facilities Management Building
Tom Grose/Eric Fidler *(required signature)*

Date Receptionist, Watermen’s Hall Lobby
Louise Lawson; provide Emergency Contact Information
and secure a Volunteer Parking Pass *(required signature)*

Date Receptionist, Watermen’s Hall Lobby
Louise Lawson *(required signature)*

Date Department/Division Head *(required signature)*

Date Department/Division Head *(required signature)*

Date Department Business Manager *(required signature)*

Date Department Business Manager *(required signature)*

Date ITNS, Davis Hall; Chris Palmer *(only necessary if receiving
a VIMS email address)*

Date ITNS, Davis Hall; Chris Palmer

Date Library, Watermen’s Hall Basement; Carol Coughlin
(if applicable/will be utilizing the library)

Date Library, Watermen’s Hall Basement; Carol Coughlin

Turn Over for Second Page

Date	Facilities Management, Facilities Management Building Teresa Tornari <i>(only necessary if receiving keys or will be driving a State vehicle)</i>	Date	Facilities Management, Facilities Management Building; Teresa Tornari
Date	Mailroom, Facilities Management Building; Joy Klein <i>(only necessary if receiving mail or will need to send mail)</i>	Date	Mailroom, Facilities Management Building; Joy Klein
Date	Dean's Office, Judy Polentz, Watermen's Hall <i>(required only for Visiting Scientists/Post-docs/Students)</i>	Date	Dean's Office, Judy Polentz, Watermen's Hall <i>(required only for Visiting Scientists/Post-docs/Students)</i>
Date	International Affairs <i>(only required for international volunteers)</i> Email or Call: Verdiana Fontana, 757-221-1279, vfontana@wm.edu OR Emily Bailey, 757-221-3567, ehbailey@wm.edu	Date	International Affairs <i>(only required for international volunteers)</i> Email or Call: Verdiana Fontana, 757-221-1279, vfontana@wm.edu OR Emily Bailey, 757-221-3567, ehbailey@wm.edu

Please return completed form to Sally Brooks – Watermen's Hall, Suite 205, 804-684-7010, sabrooks@vims.edu