

MACALESTER COLLEGE



TO: \_\_\_\_\_, Volunteer  
\_\_\_\_\_, Supervisor  
FROM: Employment Services  
DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

This memo will confirm your services as a volunteer to Macalester College. You will be volunteering with the \_\_\_\_\_ department from \_\_\_\_/\_\_\_\_/\_\_\_\_. You will not have any of the rights or benefits that normally accrue to paid employees, including but not limited to Workers' Compensation Insurance. However, you will be covered by the College's Professional Liability Insurance while acting within the scope of your volunteer duties.

We appreciate your services as a volunteer and the contributions you will make to the College. We thank you for this effort.

Please sign below and give this memo to your supervisor who will provide a copy to you and will return the original to the Employment Services Department.

Thank you.

**Volunteer Certification**

I understand that any faculty, staff, student, or volunteer who uses Macalester's facilities is required to comply with the Campus Security Act and Sex Crimes Prevention Act of 2002, including but not limited to self-registration with appropriate State agencies. Failure to comply with this requirement, if applicable to me, will put a permanent end to my Volunteer association with Macalester College.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Supervisor's Signature

The Annual Safety and Security Information Report is produced annually, as required by the Student Right-to-Know and Campus Security Act and its amendments. It is available upon request from Macalester's Employment Services Department, or accessible via [Macalester's Security website](#). The report contains crime definitions, certain campus crime statistics, reporting procedures, prevention programs, and drug and alcohol policies.



## Macalester ID Creation and Authorization Form Non-Students or Non-Employees

Instructions
<p>This form is used to request access to Macalester resources and to request a Mac ID card for non-students or non-Macalester employees. When complete, please bring it to the HR Office (77 Mac, 201) for completion and ID verification. Department authorization is required for independent contractors, on-campus vendors, community members, and volunteers.</p> <p>Information reported is treated as confidential and protected by college policy. Please complete it fully.</p> <p>In addition to this form, please bring a government-issued photo ID, such as: Driver's License, Passport, State ID card, Permanent Resident Card, etc.</p> <p>Questions should be directed to Employment Services (651-696-6280 or <a href="mailto:hr@macalester.edu">hr@macalester.edu</a>)</p>

Personal Information				
Last or Family Name (Legal)		First or Given Name (Legal)		Middle Initial
Preferred First Name		Social Security Number		Birth Date
Street Address		City	State	Zip Code
Home Phone	Cell Phone	Email Address		

Emergency Contact Information				
Last or Family Name		First or Given Name		Relationship
Street Address		City	State	Zip Code
Home Phone		Cell Phone	Other	

Macalester Affiliation	
<input type="checkbox"/> Athletics Facilities Membership	Department/Team:
<input type="checkbox"/> Visiting Scholar	Department:
<input type="checkbox"/> Volunteer	Department:
<input type="checkbox"/> Spouse/Partner of Mac Employee	Employee's Name:
<input type="checkbox"/> Independent Contractor/Vendor	Company:

Authorizations		
Supervisor Name/Title	Supervisor Signature	ID Card Expiration Date