



LOS ALAMOS  
where discoveries are made

# REQUEST FOR RISK APPROVAL FOR ADULT VOLUNTEER

Date of Request: \_\_\_\_\_  
Requestor: \_\_\_\_\_  
Requestor  
Division/Title: \_\_\_\_\_

Pursuant to County Policy, please be advised that the \_\_\_\_\_ Department would like to utilize the **Volunteer** services of \_\_\_\_\_.

Mr. / Ms. \_\_\_\_\_:

- Is at least 18 years of age;
- Will be working up to \_\_\_\_ hours per week between the hours of \_\_\_\_am and \_\_\_\_pm, in the \_\_\_\_\_ building/area.
- Will be assigned, primarily to the following types of work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- May travel in a County vehicle as a passenger, but not as a driver.

Volunteer service will start the week of (Month/Day/Year) \_\_\_\_\_ and terminate no later than (Month/Day/Year) \_\_\_\_\_.

Additionally, I have attached/enclosed/faxed (505-662-8352) a complete, signed, and dated "Individual Adult Volunteer Agreement and Release of Liability" form, as required by Administrative Procedure Guideline Index No. 1310, Revision September 14, 2005.

I will not allow this volunteer to begin service until I have received Risk Management approval of this request. Please advise as soon as possible if you have any questions or problems with the use of this volunteer.

Sincerely,

\_\_\_\_\_

*This section to be used by Risk Management:*

Approved: \_\_\_\_ Yes

\_\_\_\_ No

\_\_\_\_\_

Risk Management Representative