



LOS ALAMOS
where discoveries are made

REQUEST FOR RISK APPROVAL FOR MINOR 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. / Miss _____:

- Is less than 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