

Volunteer/Visiting Scientist/Visiting Student/Visiting Post-Doc 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): _____

Are you under 18 years old? (Please circle one.) Yes No

Please select a category: Volunteer Visiting Scientist Visiting Post-Doc Visiting Student

This sheet must be signed by each person listed below (where applicable) and returned to the Outreach Coordinator – Watermen’s Hall Suite 205. When ending a volunteer position, this sheet must be retrieved from the Outreach Coordinator and turned back in upon completion. Please update contact information before returning check-out form.

CHECK-IN

CHECK-OUT

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

 Date Safety Office, Facilities Management Building
 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 *(required if receiving
 a VIMS email address or accessing VIMS network)*

 Date ITNS, Davis Hall; Chris Palmer *(required if assigned
 a VIMS email address or login during check-in)*

Date	Library, Watermen's Hall Basement; Carol Coughlin <i>(if applicable/will be utilizing the library)</i>	Date	Library, Watermen's Hall Basement; Carol Coughlin
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 <i>(required if keys were issued)</i>
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, Watermen's Hall; Judy Polentz <i>(required only for Visiting Scientists and Visiting Post-Docs)</i>	Date	Dean's Office, Watermen's Hall; Judy Polentz <i>(required only for Visiting Scientists and Visiting Post-Docs)</i>
Date	Office of Academic Studies, Watermen's Hall; Jennifer Hay <i>(required only for Visiting Students)</i>	Date	Office of Academic Studies, Watermen's Hall; Jennifer Hay <i>(required only for Visiting Students)</i>
Date	International Affairs <i>(required only 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>(required only 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 Outreach Coordinator – Watermen's Hall, Suite 205, 804-684-7010, sabrooks@vims.edu