



NORTHERN ARIZONA UNIVERSITY
 Contracting and Purchasing Services
VOLUNTEER REGISTRATION FORM
 928-523-4557

RETURN TO:
NAU-Insurance@nau.edu
 NAU Box 4067
 Revised 5/3/2016

This portion of the form to be completed by the VOLUNTEER: (Please Print, Sign, and Date)

1. Volunteer's Name:			
2. Mailing Address:			
3. City:	State:	Zip Code:	Home Phone:
4. ** If volunteer is under 18 years of age, list age and follow instructions on page 2 of this form:			
5. Have you ever been convicted of, plead guilty or no contest to a crime that has or has not been expunged or removed from your record? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please explain (for more information, refer to NAU Human Resources Policy 1.085).			
Northern Arizona University (NAU) will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.			
6. Do you have health insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please provide the following information:			
7. Medical Insurance Carrier:	Policy #:	Expiration Date:	
8. I have carefully read the above information and understand its contents. The above information provided by me is accurate.			
9. Volunteer's Signature:		Date:	

This portion of the form to be completed by the NAU SUPERVISOR: (Please Sign, Print, and Date)

10. Supervisor's Name:	Title:		
11. Department:			
12. Work Phone:	E-mail:	Box:	
13. Date Volunteer will begin volunteer activity:	Date Volunteer will end volunteer activity:		
14. Description of Volunteer's Authorized Duties:			
15. This volunteer position is Safety/Security Sensitive: <input type="checkbox"/> Yes <input type="checkbox"/> No (for more information, refer to NAU Human Resources policy 1.085).			
16. Will volunteer be authorized to drive an NAU-owned, rented, or leased vehicle on NAU authorized and supervised business? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. If the answer to question 16 if yes, then the Supervisor shall provide the following information:			
<ul style="list-style-type: none"> • Does the volunteer have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No • Volunteer's Driver License #: _____ State: _____ Expiration Date: _____ • Volunteer's Vehicle Insurance Carrier: _____ Policy #: _____ • Will the volunteer be driving an NAU-owned, rented, or leased 9 or 12 passenger van for NAU? <input type="checkbox"/> Yes <input type="checkbox"/> No • If yes, has the volunteer successfully completed the mandatory 9-12 passenger van training course offered by NAU and is certified? <input type="checkbox"/> Yes <input type="checkbox"/> No. Expiration Date of Certification Card: _____ • Does the volunteer have previous experience driving a 9-12 passenger van? <input type="checkbox"/> Yes <input type="checkbox"/> No. Describe: _____ 			
Supervisor's Signature:		Date:	

Administrative Approval

LIABILITY COVERAGE: Volunteers are those persons doing work for the NAU under the direction and control of NAU officials and are not being paid by anyone for these activities. Liability coverage is extended to volunteers acting at the direction of NAU officials and within the course and scope of their authorized activities. Volunteers of NAU are provided the same liability protection afforded employees. Thus, volunteers acting within the course and scope of their state authorized activities would be covered for their liability exposure as authorized volunteers of NAU.

****Volunteers must be 18 years of age or older, unless prior written approval is obtained from NAU Human Resources. If a volunteer is under 18 years of age, written approval from Human Resources must be attached to this Volunteer Registration Form and submitted to the Insurance and Claims Unit, Box 4067. Also, a Consent Form must be signed by the Parent or Legal Guardian and submitted to the NAU Insurance and Claims Unit prior to commencement of activity. Contact the Insurance and Claims Unit at (928) 523-2009 for more information or a copy of the Consent Form.**

WORKERS COMPENSATION COVERAGE: Volunteers are NOT covered under the Workers Compensation plan if injured while participating in this program. Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program.

ACCIDENT, MEDICAL, AND ACCIDENTAL DEATH & DISMEMBERMENT PLAN: Arizona Department of Administration, Risk Management Division has purchased an accident, medical, and accidental death and dismemberment plan for NAU volunteers. This plan is designed to cover registered volunteers while they participate in NAU authorized volunteer activities. The plan will reimburse for eligible expenses, which are not payable by the volunteer's health care plan or any other insurance plan providing reimbursement for medical expenses. Claim forms can be obtained from NAU's Insurance and Claims Unit (928) 523-2009.

SAFETY-SECURITY SENSITIVE POSITIONS: Per [NAU Human Resources Personnel Policy #1.085](#), NAU positions, including volunteer positions, which are considered safety/security sensitive under the defined criteria are subject to certain background/fingerprinting requirements. The following links will assist you in determining whether the position is Safety/Security Sensitive.

[Safety/Security Sensitive Position Identification Tool](#)

[Policy 1.085 Background Investigation](#)

VOLUNTEERS DRIVING NAU OWNED, RENTED, OR LEASED VEHICLES: All NAU volunteer drivers and their NAU supervisor shall complete and return the Volunteer Registration Form prior to driving an NAU owned, rented, or leased vehicle on NAU approved business. The signed Volunteer Registration Form must be on file with the Insurance and Claims Unit prior to the day of the trip.

VAN TRAINING: Passenger Van training is a requirement for all drivers of 9-12 person NAU-owned, rented, or leased vehicles by [Arizona Administrative Code Title 2, Chapter 10, R2-10-207.12.e](#). NAU's Fleet Services offers a behind the wheel skills course to all potential drivers of NAU owned, rented, or leased vans. Please contact (928) 523-5183 for more information.