

BBE MINOR VOLUNTEER APPOINTMENT PROCESS

MINOR VOLUNTEER APPOINTMENT PROCESS/CHECKLIST:

	Request minor volunteer forms from division office (Stefany)
	Complete form and return to division office
	<ul style="list-style-type: none">Form to Return: Minor Volunteer Activity Questionnaire – May take up to 4 weeks to process
	Division office will send questionnaire to hrinfo@caltech.edu for processing
	HR will send the minor volunteer packet to the parent/guardian of the minor by adobe sign
	Parent/Guardian returns packet via adobe sign
	HR will send email to division office once minor volunteer is set up in system; division will forward to lab contact
	Lab contact must email IMSS security to request system access account and email
	Lab contact must assist minor volunteer with obtaining an access account (help.caltech.edu) and UID card (cardoffice@caltech.edu) – if needed
	For access to BBE buildings (key and card access), lab contact must send email to bbeaccess@caltech.edu , and include a scan of the Lab Safety Orientation Checklist

For questions, please contact Stefany Nielsen at (626) 395-4700 or snielsen@caltech.edu.

MINOR VOLUNTEER GUIDELINES FROM HR WEBSITE:

<https://hr.caltech.edu/resources/notices-administrative-guidelines/volunteer-guidelines/minor-volunteer-guidelines>

Minor Volunteer Guidelines

A minor is any person under the age of 18 years who is required to attend school. Under state and federal law, minors may not be employed in any hazardous occupations, and Caltech places the same restrictions on volunteers. Because the restrictions can be complex and vary according to the age of the minor, please consult with Human Resources regarding each specific minor.

Minor Volunteer Process

Minor volunteers are not permitted to work on campus until Human Resources has approved their assignment.

Approval may take up to four weeks to complete.

Step 1: Minor Volunteer Activity Questionnaire

The Division/Department must complete the Minor Volunteer Activity Questionnaire to start the minor volunteer process. The questionnaire should be reviewed and approved by the following:

Division Chair or Division Administrator

Caltech Mentor/Supervisor

Caltech Faculty Member

After completion and required signatures by Division, please send to Human Resources at HRinfo@caltech.edu for review by:

Environment, Health, & Safety - Review any potential hazards associated with the specific research, type of equipment to be used, and any potential chemical, biological and/or other exposures.

BBE MINOR VOLUNTEER APPOINTMENT PROCESS

Employee and Organizational Development - Review Questionnaire and complete required Mandated Reporter and Background Screenings.

If minor is 15 years of age or younger, Assistant Vice President for Human Resources will also review volunteer applicant and approve activity.

Once all of the above departments have provided signature approvals, the minor volunteer and parent/guardian will receive the Minor Volunteer Questionnaire and the Minor Volunteer Packet for review and required signatures.

Step 2: Minor Volunteer Packet

The packet will include the following documents:

Minor Volunteer Data Sheet - The data sheet includes required personal information that will be used to set up the volunteer record and generate a UID.

Volunteer Agreement and Release Form for Minors - Required signatures include minor volunteer and parent/guardian.

Confidentiality and Non-Disclosure Agreement Form - To be signed by the minor volunteer and parent/guardian.

Patent Agreement - Required signature by minor volunteer.

Signed forms should be returned to Human Resources at HRinfo@caltech.edu.

Human Resources will notify Division/Department when record is set up and provide the UID number.

Minor volunteers who require a Caltech ID card will need to work with the Division/Department and Card Office at cardoffice@caltech.edu to receive an ID Card.

Minor Volunteer Matrix

Step	Form	Completed By
1	Minor Volunteer Questionnaire submitted to Human Resources	Division
	Review any potential hazards associated with the specific research, type of equipment to be used, and any potential chemical and/or biological exposures.	EH&S
	Reviews Questionnaire and submits required Mandated Reporter Training and Background Screenings.	EOD
	If minor is 15 years of age or younger, review is required.	AVP for HR
2	Questionnaire & Minor Volunteer Packet Reviewed and Signed then sent to Human Resources.	Volunteer & Parent/Guardian
	After receipt of signed documents, HR will create a record and notify Division/Department of approved volunteer's assignment.	Human Resources