

*Wildlife Ecology and Conservation*  
**POI | VOLUNTEER APPOINTMENT REQUEST FORM**

Page 1: Completed by Supervisor and Volunteer  
Page 2: Completed by Person of Interest (POI) / Volunteer

**TO BE COMPLETED BY SUPERVISOR:**

Department: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Supervisor Phone: \_\_\_\_\_  
Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**TO BE COMPLETED BY VOLUNTEER:**

Have you ever pleaded “nolo contendere” (no contest) to or been convicted or found guilty (even if adjudication withheld) of a first degree misdemeanor or a felony?

If yes, please list date: \_\_\_\_\_  
Offense and disposition (explain fully):  
\_\_\_\_\_

**Volunteer Name:**

**Please describe the work the volunteer is expected to perform:**

**Volunteer Qualifications:**

**Volunteer References:**

Name	Relationship to volunteer	Phone #:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4.11 Limitations**

- a) A University of Florida employee may not volunteer to perform services for the university that are identical or similar to her or his duties as an employee.
- b) A former University of Florida employee may not volunteer to perform services for the university that are identical or similar to her or his duties as an employee.
- c) A person is only considered a volunteer if her or his services were rendered of their own free will, without pressure or coercion.
- d) Volunteers may not be used as a replacement of an employee position.
- e) Any individual who appears on the Florida Sexual Predator Registry, Florida Sex Offender List, Florida Department of Corrections Offender Network, National Sexual Predator Registry, or Online Wanted Persons Search shall not serve in a volunteer capacity for the University of Florida or affiliated organizations.
- f) All volunteers shall be at least 14 years of age.
- g) The University of Florida does not allow volunteer service from any foreign national not authorized to work in the United States. Examples include: H-4, O-3, L-2, F-2, M-2, TD, R-2, B1/B2.
- h) Current employees working on an H-1B visa may be eligible to volunteer, only if the work would typically be performed by unpaid volunteers. Immigration Compliance Services in UFHR must be contacted for approval prior to any volunteer service.
- i) Current J-2 visa holders are also prohibited from volunteer service unless they have employment authorization/EAD Card.
- j) Single-Day-Event volunteers may be tracked in either the Volunteer Tracking System (myUFL) or via the Single-Day-Event Volunteer Form.

**Policy and Appointment Info.**

<https://policy.ufl.edu/policy/volunteers/>

**UFID if already assigned:**

# Wildlife Ecology and Conservation UFID/POI Request Form

*Information requested facilitates assignment of a UFID and enrollment in the university's CONCUR | UF GO travel system*

**Wildlife Ecology and Conservation staff:** Use form to request POI status for non-employee traveler conducting University of Florida business travel.

PERSONAL INFORMATION	
<i>LAST NAME:</i>	
<i>FIRST NAME:</i>	
<i>MIDDLE NAME:</i>	
<i>SUFFIX - e.g. Jr. or Sr. (select one):</i>	
<i>MARITAL STATUS (select one):</i>	
<i>GENDER (select one):</i>	
<i>DATE OF BIRTH:</i>	
<i>COUNTRY OF CITIZENSHIP:</i>	
<i>US CITIZEN/PERMANENT RESIDENT?</i>	

ACH/DIRECT DEPOSIT – complete only if expecting travel payments	
<i>Account Type (select one)?</i>	
<i>BANK ROUTING No.:</i>	
<i>BANK ACCOUNT No.:</i>	

UNIVERSITY OF FLORIDA AFFILIATION	
<i>STATUS (select one)?</i>	
<i>EDUCATION LEVEL:</i>	
<i>HIGHEST DEGREE EARNED:</i>	

CONTACT INFORMATION	
<i>EMAIL:</i>	
<i>PHONE NUMBER:</i>	
<i>PERMANENT ADDRESS:</i> <small>(include City, Province/State, Country, Postal Code)</small>	
<i>LOCAL Mailing ADDRESS:</i> <small>(include City, Province/State, Country, Postal Code)</small>	
<i>LOCAL Physical (work site) ADDRESS:</i> <small>(include City, Province/State, Country, Postal Code)</small>	

**SUBMIT COMPLETED FORM TO: [IF-SVC-WECHR@mail.ufl.edu](mailto:IF-SVC-WECHR@mail.ufl.edu)**