



GLOBAL EDUCATION OFFICE

Global Education Office Volunteer Appointment & Approval Form

Name of Volunteer: <i>No undergraduate student allowed. Must be an alternate responsible adult per Global Travel Policy 1070.</i>	
Volunteer's Emergency Contact Information <i>Name, address, e-mail and phone number of volunteer's emergency contact.</i>	
International Cellphone/ E-Mail of Volunteer <i>Phone number, email or means of communication to reach the volunteer while abroad.</i>	
Will the Volunteer be Compensated (monetarily, travel expenses paid, both, etc.)? <i>Indicate yes or no. If yes, provide more details on the type and amount of compensation the volunteer will receive.</i>	
Source of Funds <i>If the volunteer will be compensated, from which funding source(s) will the expenses or compensation be paid?</i>	
Has a Background/Conviction Check Been Conducted? <i>Indicate yes or no. Note: It's the responsibility of the sponsoring/hiring unit to conduct a background/conviction check for non-Virginia Tech employee volunteers.</i>	
Name of Program:	
Name of Faculty Program Leader(s) and other Volunteers:	
Number of Student Participants:	
Destination(s):	
Departure Date:	
Return Date:	

Role/ Title (Identify the volunteer's role/title.)	Description of Duties (Provide a description of duties and responsibilities this person will fulfill while maintaining an official role with the program.)

Approvals	
Faculty Leader Signature and Date:	
Volunteer Signature and Date:	
Department Head or Designee Supervisor Signature and Date:	
Controller's Office Travel Supervisor Signature and Date:	
Director, GEO Signature and Date:	

Note: Using volunteers is an exception to policy/procedures. A background/conviction check will be required for a non-Virginia Tech employee volunteer. Using a faculty member as a volunteer constitutes an exception to Virginia state policy and Virginia Tech procedures, based on the duties assumed.

Once the faculty leader, volunteer, department head or designee have signed, send an electronic copy to travelvt@vt.edu and place the original in the mail to the Controller's Travel Supervisor (MC 0312). Once reviewed, the Controller's Office will return to Global Education Office Director Theresa Johansson (theresaj@vt.edu) for review and signature by emailing the electronic copy and sending an original in campus mail (MC 0378)