

# Volunteer Service Request Form

This form should be read in conjunction with the [Volunteer Service Policy](#).



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

Staff members must obtain approval to undertake volunteer service from their line manager using this form at least five working days prior to undertaking volunteer service.

## STAFF MEMBER'S DETAILS

Name

Position

Division/School

Signature

Date

## VOLUNTEER SERVICE DETAILS

Organisation

Contact person

Address

Contact number/Email address

Date/s and time/s of service

Activity to be undertaken

Contribution to the community

## LINE MANAGER'S AUTHORISATION

Name

Position

Division/School

Signature

Date

All authorised Volunteer Service must be recorded in Aku Mahi by the staff member undertaking the service prior to it being undertaken. A copy of this form should be retained by both the staff member and their line manager.

All questions about Volunteer Service should be directed to the Director of People and Capability.