

Volunteers:

Contact Laurel Buss (iBio HR Generalist) prior to bringing a volunteer into your classroom, lab, and/or office area. Volunteers need to receive a formal letter stating their volunteer status with our department before they volunteer. Provide the following information in your request:

- Volunteer's name and email address
- Confirm the volunteer is 18 or older
- Fill in the content for these sentences to go into the volunteer letter: "Your activities as a volunteer will be (BRIEFLY DESCRIBE RESPONSIBILITIES) under the guidance of (PROFESSOR/SUPERVISOR) from XX/XX/XXXX to XX/XX/XXXX. You have indicated that you can spend approximately XX hours [or list a range] per week on these activities."