

NYU UNPAID VOLUNTEER QUESTIONNAIRE

New York University's ("NYU") Unpaid Internship and Volunteer Policy ("Policy") (available at www.nyu.edu) covers any unpaid volunteer opportunity at NYU that is *not* part of a requirement for a degree or course offered at NYU (hereinafter, "Volunteer"). For the purpose of determining whether an individual may be classified as a Volunteer, the Policy requires that this Unpaid Volunteer Questionnaire be completed in the manner set forth below. For the definition of a Volunteer, please review the applicable provision of Section C of the Policy.

REQUEST

In accordance with the Policy, for Volunteer opportunities, a full-time professor or administrator must complete Parts 1 and 2 below. The "sponsoring" professor or administrator shall submit the completed Parts 1 and 2 to the appropriate Coordinator at least two (2) months (or as soon as is otherwise possible) prior to the proposed start date of the Volunteer opportunity.

Part 1: Volunteer Background

To be completed by the sponsoring professor or administrator in consultation with the prospective Volunteer.

1. Name of individual seeking the Volunteer opportunity (hereinafter, "individual"):

2. Is this a new volunteer request, or a renewal request for an existing volunteer arrangement?

Note: If it is a renewal request, please update this Questionnaire as a new document and obtain the necessary signatures. Please remember to update the answers to: Question 14 to reflect the new proposed dates and hours of the upcoming renewal; Question 15 to reflect the individual's revised or new duties (if any) for the upcoming renewal, and (iii) Questions 16-19, as necessary and appropriate. Please also remember to answer the questions on renewal (Questions 20-21).

3. Individuals' email address:

4. Is the individual under the age of 18? (Y/N) *Note: If the individual is under the age of 18 and not matriculated at NYU, the Department also must comply with the terms and conditions of NYU's Protection of Minor's Policy, if and as applicable, and thereafter confirm compliance with the Coordinator.*

5. For NYU students on a J-1 visa, has the student consulted with Office of Global Services, as required under the Policy?
(Yes ___ N/A ___).

6. For Non-NYU students, has the student consulted with the international student advisor at his or her school with regard to any immigration-related issues, as required under the Policy?
(Yes ___ N/A ___).

Education

7. Is the individual currently a student? (Y/N) If yes, please identify:
 - a. Current school:
 - b. Degree(s) sought:
 - c. Major (if applicable):

8. Degree(s) earned:
 - a. School(s):
 - b. Degree(s):
 - c. Major(s) (if applicable):

Volunteer Experience

9. Identify the individual's volunteer history, if any, beginning with his or her most recent volunteer opportunity.

Employment Experience

10. Is the individual a current employee of NYU?

Purpose of the Proposed Volunteer Opportunity at NYU

11. Please describe in detail the reasons why the individual seeks to volunteer at NYU:

Part 2: Details of the Volunteer Opportunity

To be completed by the sponsoring professor or administrator, in consultation with the appropriate Coordinator.

12. Name of Sponsor:
13. Sponsoring Department:
14. Address of proposed Volunteer arrangement and time frame (dates and number of hours per week):
 - Address:
 - Dates (in MM/DD/YYYY – MM/DD/YYYY format) (3 months at a time maximum; as a general matter, volunteer arrangements may be renewed for up to a total period of 1 year):
 - Hours per week (generally should not be more than 15-20 hours per week):
15. Description of proposed Volunteer opportunity:
16. How is the proposed Volunteer opportunity for public service or humanitarian objectives?
17. Is the proposed Volunteer opportunity without contemplation or receipt of compensation (except for reimbursement of expenses)? Yes ____ No ____
18. Please confirm that the individual will not displace employees or perform work that would otherwise be performed by employees? Yes ____ No ____

19. **If otherwise employed by NYU**, please confirm that the individual will not provide the same type of services that he or she is employed to provide at NYU? Yes ____ No ____

Renewals

Please answer the following questions to the extent you are submitting a request for a renewal of a volunteer arrangement.

20. Is this the first requested renewal? If not, please list the number of prior renewals.

21. What is the reason for the requested renewal?