

## Volunteer/Visiting Scientist/Visiting Student/Visiting Post-Doc Check-In/Check-Out Form

Name: \_\_\_\_\_ Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Home Address (if different than mailing): \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name and Relationship to Volunteer: \_\_\_\_\_

Emergency Contact Phone Number(s): \_\_\_\_\_

VIMS Sponsor/Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Work Area(s): \_\_\_\_\_

Are you under 18 years old? (Please circle one.)      Yes      No

Please select a category:      Volunteer      Visiting Scientist      Visiting Post-Doc      Visiting Student

***This sheet must be signed by each person listed below (where applicable) and returned to the Assistant Director, Outreach & Engagement – Watermen’s Hall Suite 205. When ending a volunteer position, this sheet must be retrieved from the Assistant Director, Outreach & Engagement and turned back in upon completion. Please update contact information before returning check-out form.***

**CHECK-IN**

**CHECK-OUT**

\_\_\_\_\_  
Date      Safety Office, Facilities Management Building  
Eric Fidler; Complete Safety Training and turn in  
Liability Waiver *(required signature)*

\_\_\_\_\_  
Date      Safety Office, Facilities Management Building  
Eric Fidler *(required signature)*

\_\_\_\_\_  
Date      Receptionist, Watermen’s Hall Lobby  
Louise Lawson; provide Emergency Contact Information  
and secure a Volunteer Parking Pass *(required signature)*

\_\_\_\_\_  
Date      Receptionist, Watermen’s Hall Lobby  
Louise Lawson *(required signature)*

\_\_\_\_\_  
Date      Department/Division Head *(required signature)*

\_\_\_\_\_  
Date      Department/Division Head *(required signature)*

\_\_\_\_\_  
Date      Department Business Manager *(required signature)*

\_\_\_\_\_  
Date      Department Business Manager *(required signature)*

\_\_\_\_\_  
Date      ITNS, Davis Hall; Chris Palmer *(required if receiving  
a VIMS email address or accessing VIMS network)*

\_\_\_\_\_  
Date      ITNS, Davis Hall; Chris Palmer *(required if assigned  
a VIMS email address or login during check-in)*

Date	Library, Watermen's Hall Basement; Carol Coughlin <i>(if applicable/will be utilizing the library)</i>	Date	Library, Watermen's Hall Basement; Carol Coughlin
Date	Facilities Management, Facilities Management Building Teresa Tornari <i>(only necessary if receiving keys or will be driving a state vehicle)</i>	Date	Facilities Management, Facilities Management Building; Teresa Tornari <i>(required if keys were issued)</i>
Date	Mailroom, Facilities Management Building; Joy Klein <i>(only necessary if receiving mail or will need to send mail)</i>	Date	Mailroom, Facilities Management Building; Joy Klein
Date	Dean's Office, Watermen's Hall; Judy Polentz <i>(required only for Visiting Scientists and Visiting Post-Docs)</i>	Date	Dean's Office, Watermen's Hall; Judy Polentz <i>(required only for Visiting Scientists and Visiting Post-Docs)</i>
Date	Office of Academic Studies, Watermen's Hall; Jennifer Hay <i>(required only for Visiting Students)</i>	Date	Office of Academic Studies, Watermen's Hall; Jennifer Hay <i>(required only for Visiting Students)</i>
Date	International Affairs <i>(required only for international volunteers)</i> Email or Call: Verdiana Fontana, 757-221-1279, vfontana@wm.edu OR Emily Bailey, 757-221-3567, ehbailey@wm.edu	Date	International Affairs <i>(required only for international volunteers)</i> Email or Call: Verdiana Fontana, 757-221-1279, vfontana@wm.edu OR Emily Bailey, 757-221-3567, ehbailey@wm.edu

**Please return completed form to the Assistant Director, Outreach & Engagement – Watermen's Hall, Suite 205, 804-684-7069, [knsharpe@vims.edu](mailto:knsharpe@vims.edu)**