

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 51)

27 July 2023

Guidelines for the Use of Volunteers

1.

A criminal conviction check must be conducted before the volunteer begins work. See the attached authorization form. The prospective volunteer must sign the authorization form, and then the supervisor should send the completed form to the Human Resources Office. If the volunteer is a current VMI employee, this criminal conviction check does not need to be done.

5. Job Description

VMI will not tolerate behavior between or among members of the VMI community that creates an unacceptable working or educational environment. Per General Order 13 and General Order 16, if a volunteer believes he/she has been the victim of discrimination, harassment or sexual misconduct, he/she may file a complaint with the Office of the Inspector General.

10.

Volunteer Memorandum

VIRGINIA MILITARY INSTITUTE

LEXINGTON, VIRGINIA 24450-

Department: _____

Position Title: _____

Applicant Authorization and Consent for Release of Information

(Please read carefully)

We at VMI welcome your application to be a volunteer. To ensure the safety and security of our faculty, staff, and cadets, and to continue VMI's tradition of excellence, we require your consent to and authorization of a verification of your background.

I, the undersigned, do hereby certify that the information I have provided for the purpose of volunteering is true and complete to the best of my knowledge. I understand that if I am selected as a volunteer