



**Request Approval for Volunteer to provide assistance:  
SHINE Program or Intern Program  
(Volunteer Must Be Over 18 Years of Age)**

I, \_\_\_\_\_, agree that I am working solely in NOCCCD, NOCE, ESL Department classes as a volunteer for up to fifty hours during the period:

September 30, 2019 to December 6, 2019. I will at no time in the future try to claim wages for the time I volunteered.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ESL Supervisor or ESL Program Designee Signature

\_\_\_\_\_  
Date

Provide a detailed description of work being performed by the Volunteer, as well as specific skill/training that they are contributing.

**Details: The volunteer coach/tutor will assist in regular teaching duties such as preparing activities and assisting students with their class work. The coach tutor will complete up to fifty volunteer hours, depending on his/her Service-Learning Program contract at a California State University and other related community partners. The master teacher will guide the coach/tutor during the class. The classes will be conducted at on site campuses or other off-site ESL locations.**

**Before a volunteer is allowed to provide assistance and allowed in said department or classroom, this request must be reviewed and approved by Julie Kossick, District Director Human Resources. Prior to Human Resources approval, form must be submitted to the Office of the Provost, NOCCCD, North Orange Continuing Education (NOCE).**

Provost's Office \_\_\_\_\_