

# Northwestern Unpaid Intern and Volunteer Intake Form

On occasion, individuals (who are not employees) may donate their time and services to Northwestern University. Departments/Units must conduct a careful review to determine if the intern or volunteer arrangement meets the criteria to qualify as unpaid. If the proposed arrangement does not meet the intern or volunteer criteria, it may be more appropriate to call the individual an employee and pay the person for work performed. This Unpaid Intern and Volunteer Intake Form may be used as a resource to assist Department Administrators or their designate in determining whether the unpaid arrangement is appropriate. Please review the [unpaid intern and volunteer criteria](#) for information about the specific criteria used in determining whether an individual qualifies as an unpaid intern or volunteer.

## I. REQUESTOR INFORMATION

Name of PI or Northwestern employee overseeing the person:

Dept./unit where the individual will be donating their time:

## II. INTERN / VOLUNTEER INFORMATION

Name:

\*DOB:

*\*Note: The University requires Interns and volunteers to be at least 16 years of age. Individuals under the age of 18 may not be required to complete a criminal background check. Note: **The email should be encrypted to protect the Personally Identifiable Information (PII) and the document should be password protected with the password being emailed separately via encrypted email.***

Phone:

Email:

General questions	Yes/No
Is the intern/volunteer a current Northwestern student? <i>*Note: Current Northwestern students are not required to complete a criminal background check.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this person on a non-immigrant visa? IF YES: the department is responsible for obtaining approval of the arrangement by the <a href="#">International Office (IO)</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this person have a social security number? <b>Please indicate yes or no, but do <u>not</u> list the SSN.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## III. INTERN / VOLUNTEER ARRANGEMENT SPECIFICATIONS

Based on the [intern and volunteer criteria](#), are you requesting this person be an Unpaid Intern or Volunteer?

Volunteer  Intern

Assignment Duration: *\*Note: If the assignment will be longer than 1 year, Unpaid Intern/Volunteer should complete a new background check at the one year mark, and reevaluate roles and responsibilities?*

Start Date:

End Date:

What specific activities will the person perform?

If this is an unpaid internship arrangement, how will the intern’s activity in the department benefit him/her?

*\*Note: To meet the criteria for an unpaid internship, the Unpaid Intern must be the “primary beneficiary” of the arrangement.*

Compliance Questions	Yes No
Is the person ok with not receiving pay for performing activities in the department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Unpaid Intern/Volunteer understand that the arrangement will be conducted without entitlement to a paid job at the conclusion of the assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will the person be interacting with research subjects or personal health information?</b> <b>IF YES:</b> the department is responsible for obtaining approval of the arrangement by the <a href="#">Institutional Review Board (IRB)</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will the person be working in the laboratory? IF YES:</b> please review the supervisor’s training responsibilities on the of Office for <a href="#">Research Safety (ORS)</a> website	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will the person be working with hazardous materials (e.g., chemicals, biological materials, including human materials, radioactive materials, etc.) or hazardous energies (e.g., electrical, thermal or pneumatic)? IF YES:</b> please review the supervisor’s training responsibilities at the Office for <a href="#">Research Safety (ORS)</a> website	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will this person be performing the volunteer/intern work from a location outside the United States or its territories? IF YES:</b> <b>Route form and the individual’s CV</b> to <a href="mailto:exportcontrols@northwestern.edu">exportcontrols@northwestern.edu</a> for review.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>What information/ data/ or equipment will this person have access to during their appointment? Please review the <a href="#">Export Controls website</a> for guidance including <a href="#">international shipments</a>.</b> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	
<b>Will this person be working on federally sponsored research? IF YES:</b> If the intern is approved, the PI and other senior research personnel may need <a href="#">to report the support/collaboration</a> on their current/pending report and other required disclosures. Also, if required by the sponsor, notify the sponsor in advance of foreign person participation (if applicable).	<input type="checkbox"/> Yes <input type="checkbox"/> No

**This approved volunteer/intake form should be kept on file within the school/unit.**