

## 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.

### Requestor Information

**Name of Principle Investigator (PI) or Northwestern employee overseeing the person**

**Department or unit where the Unpaid Intern or Volunteer will be donating their time**

### Intern / Volunteer Information

**Name:**

**Email:**

**Phone:**

**Date of Birth:**

*\*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.*

**Is the intern/volunteer a current Northwestern student?**

Yes  No

*\*Note: Current Northwestern students are not required to complete a criminal background check.*

**Is this person on a non-immigrant visa?**

If so, the department is responsible for obtaining approval of the arrangement by the [International Office \(IO\)](#).

Yes  No

**Does this person have a social security number?**

Please indicate yes or no, but do not note the SSN here.

Yes  No

## 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:

Start Date:  End Date:

*\*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?*

### 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 arrangement, the Unpaid Intern must be the "primary beneficiary" or the arrangement.*

Is the person ok with not receiving pay for performing activities in the department?

Yes  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?

Yes  No

Will the person be interacting with research subjects or personal health information?

If so, the department is responsible for obtaining approval of the arrangement by the [Institutional Review Board \(IRB\)](#).

Yes  No

Will the person be working in the laboratory?:

If so, please review the supervisor's training responsibilities on the of Office for [Research Safety \(ORS\)](#) website

Yes  No

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 so, please review the supervisor's training responsibilities on the of Office for [Research Safety \(ORS\)](#) website

Yes  No

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