

Volunteer IT Access Request Form

Volunteer Details

Volunteer Full Name

Email Address

Phone Number

Role & Responsibilities

Job Title / Role

Department / Team

Who will they report to? (Name & email)

Start Date

End Date

☐ Ongoing

Main Responsibilities

Describe what they'll be doing day-to-day

Example: Managing donor communications, processing referrals, coordinating events, data entry

Work Environment

Where will they work?

- ☐ Office only
- ☐ Remote only
- ☐ Mix of both

Device - Will they use their own device or a charity device?

- ☐ Personal device
- ☐ Charity device
- ☐ Not yet determined

Microsoft 365 Access Requirements

Email - Internal and/or external communication

- ☐ No email access
- ☐ Internal only
- ☐ External only
- ☐ Both

Teams - Meetings and collaboration

- ☐ No access
- ☐ Attend meetings only
- ☐ Join teams and channels

If access needed, specify which teams/channels:

OneDrive - Personal file storage

- ☐ No access
- ☐ Shared folders only
- ☐ Full access

SharePoint - Document libraries and sites

- ☐ No access
- ☐ View only
- ☐ Edit and upload

If access needed, specify which sites/document libraries:

Office apps - Word, Excel, PowerPoint

- ☐ Online only
- ☐ Desktop apps
- ☐ Both

Additional Requirements

Do they need any specific software or tools?

E.g., Adobe Creative Suite, design tools, video conferencing apps, project management software

Any security or compliance considerations?

E.g., handling GDPR data, working with vulnerable service users, financial records

Anything else IT should know?

Submission Details

Who is submitting this request?

Your role

Date submitted

Qlic

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