**Sample Volunteer Letter**

**(ALL, except Minors)**

<DATE>

<VOLUNTEER NAME>

<ADDRESS>

<CITY, STATE, ZIP >

Dear <VOLUNTEER NAME>

Thank you for your willingness to volunteer your services to UW-Parkside and specifically this department. We look forward to you helping us.

You will begin <DATE> and continue for as long as we mutually wish to maintain the relationship <SPECIFIC END DATE ALSO POSSIBLE>*.* During this period either you or the University may cancel this agreement.

Based on our previous discussions, your activities as a volunteer will be <BRIEFLY DESCRIBE DUTIES / RESPONSIBILITIES>under the supervision of <NAME, TITLE AND PHONE OF SUPERVISOR>.

Please read carefully the attached “Volunteer Fact Sheet.” Your volunteer status provides you with certain protections from liability if a claim for damages due to negligence results from the performance of your duties as described above. As a volunteer, you are not considered an employee of the University and you are not eligible for any compensation or other benefits, including any Worker’s Compensation coverage.

To indicate your acceptance of the terms of your volunteer service, please sign and return one of the enclosed copies of this letter to me using the enclosed and addressed return envelope; you should retain the remaining original as your record.

If you have any questions about your volunteer service to our department, please do not hesitate to let me know. Again, thank you for your willingness to donate your time, energy and expertise.

Sincerely,

### <*NAME*>

<TITLE>

**STATEMENT OF ACCEPTANCE: I HAVE REVIEWED, UNDERSTAND, AND ACCEPT THE TERMS AND CONDITIONS RELATED TO MY SERVICE AS A VOLUNTEER, AS DESCRIBED WITHIN THIS LETTER.**

Print Name

Signature

Date

cc: <VOLUNTEER SUPERVISOR>

 <DEAN OR DIVISION HEAD>

 <HUMAN RESOURCE DEPARTMENT>

 <RISK MGMT & SAFETY>

Attachments: Volunteer Fact Sheet

 Compliance Acknowledgement

 Confidentiality Statement