

UW-Parkside

SAMPLE VOLUNTEER LETTER - revised 9/16/2015

The letter must include the terms of the volunteer agreement (i.e., begin date, end date...if any, time commitment, responsibilities), whom to contact with questions and the insurance paragraph. The Volunteer Fact Sheet must be attached to the letter. Please use your departmental letterhead.

<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.

All volunteers are expected to prioritize the safety of children. UW-Parkside policy requires any volunteer to report child abuse or neglect if, in the course of volunteering at UW-Parkside, you observe an incident or threat of child abuse or learn of an incident or threat of child abuse or neglect and have reasonable cause to believe that child abuse or neglect has or will occur. Report incidents or threats to the UW-Parkside Police (262.595.2911).

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>

cc: <VOLUNTEER SUPERVISOR>

<DEAN OR DIVISION HEAD>

<HUMAN RESOURCE DEPARTMENT>
<RISK MGMT & SAFETY>

Attachment: Volunteer Fact Sheet

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

Signature

Date

Volunteer Fact Sheet

General Information for Departments: A department should not rely on volunteers to perform duties that are typically performed by permanent employees – other than on a short-term basis. Volunteers should be supplementing the work done by employees, not replacing the need for paid staff.

Letter to the Volunteer: To avoid any confusion about the terms of the relationship, the department should send a letter to the volunteer spelling out the begin date, end date (if any), time commitment, responsibilities, and whom to contact with questions and information about insurance coverage.

Insurance and Liability Issues: Liability protection is provided to all officers, employees and agents of the University under Wisconsin Statute, Section 895.46(1). Volunteers acting under the direction and control of the University and for its benefit are considered agents of the University and thus covered. This statute authorizes the State to pay claims based on the negligent acts of employees or agents or to defend employees or agents against allegations of negligence, which may have caused injury or property damage to others provided the employee or agent was acting within the scope of his/her responsibilities to the University. It is important that volunteers acknowledge mistakes that could lead to potential liability claims and that such incidents are reported promptly by the department to the UW-Parkside Safety-Risk Management Office (262.595.2262).

Protection of Minors / Compliance with Executive Order #54: All volunteers are expected to prioritize the safety of children. UW-Parkside policy requires any volunteer to report child abuse or neglect if, in the course of volunteering at UW-Parkside, you observe an incident or threat of child abuse or learn of an incident or threat of child abuse or neglect and have reasonable cause to believe that child abuse or neglect has or will occur. Report incidents or threats to the UW-Parkside Police (262.595.2911).

Vehicle Use: Volunteers using university or personal vehicles for university activities must have a valid vehicle use form (a.k.a. driver authorization form) on file with the Safety-Risk Management Office and must review our vehicle use information available at:

<https://www.uwp.edu/explore/offices/safety/vehprog.cfm>.

Work Related Injuries: Volunteers are not considered an employee of the University and therefore are not eligible for any compensation or other benefits, including any Worker's Compensation coverage. If injured during the course of volunteer work, the volunteer would have the same legal rights as any visitor to the campus to seek compensation if the injury resulted from University negligence.