

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

Thank you for your willingness to volunteer your services to \_\_\_\_\_ College and specifically the \_\_\_\_\_ program. We look forward to you helping us \_\_\_\_\_.

Based on our previous discussions, your activities as a volunteer will be limited to \_\_\_\_\_. You will begin on \_\_\_\_\_ and continue for as long as we mutually wish to maintain the relationship. We have agreed that you can spend approximately \_\_\_\_\_ hours per week on these activities.

With receipt of this letter, you are an official college volunteer and you will be covered by the college's liability insurance so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the college's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a College employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

If you have any questions about your volunteer service to the \_\_\_\_\_ program, please do not hesitate to ask. Again, thank you for your willingness to donate your time, energy and expertise.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_