|  |  |
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| TO: | [Volunteer's Name] |
| FROM: |  |
| SUBJECT: | **Volunteer Agreement** |
| DATE: |  |

This is to confirm your service as a volunteer in the [NAME OF PROGRAM] in the [DEPARTMENT] at the University of Wisconsin –      for the period       to      . Your service to the University may be terminated at any time prior to the end date specified by your supervisor without notice. As a volunteer, you are not considered an employee of the University.

During your time with our department/unit, you will be performing the following duties [PROVIDE DETAILED DESCRIPTION] under the supervision of [NAME OF SUPERVISOR], [CAMPUS PHONE NUMBER].

Your volunteer status qualifies you for extension of the professional liability coverage provided to agents of the University of Wisconsin System so long as any potential liability occurs while you perform duties that fall within the scope of the description provided above/attached. This position carries no remuneration and you are not eligible for any benefits other than those specifically set forth within this letter.

Executive Order #54 requires that if in the course of providing services to UW-Green Bay you observe an incident of child abuse or neglect, or learn of an incident of child abuse or neglect, and have reasonable cause to believe that child abuse or neglect has occurred or will occur, you must make a report of that child abuse or neglect to UW-Green Bay’s Office of Public Safety at (920) 465-2300, or the local police or human services agencies, as provided in [UW- Green Bay’s Policy on the Reporting of Suspected Child Abuse and Neglect](http://www.uwgb.edu/UWGBCMS/media/hr/policies/SuspectedChildAbuseandNeglectPolicy(not-signed).pdf). Training on this order is available at <http://www.uwgb.edu/UWGBCMS/media/hr/files/EO54Presentation.pdf>.

It has been determined that you are a volunteer that is in a “Position of Trust” which is defined as “a paid or unpaid position where the holder of such position has the potential to cause direct harm to persons, finances, property, or the university in general” and in order to safeguard the youth on our campus, the University will obtain a background history including a criminal background check on you in your connection with your application to serve as a volunteer. Please complete the [adult volunteer application](http://www.uwgb.edu/UWGBCMS/media/hr/forms/volunteerapplication.docx) and return it to [NAME OF SUPERVISOR], [CAMPUS PHONE NUMBER].

If during the pendency of your volunteer work with the University you are subject to a criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine) you must immediately report to Human Resources within twenty-four (24) hours or at the earliest possible opportunity following the arrest of issuance of charges. Failure to make the required report will result in the immediate ending of the volunteer position.

(For volunteers engaged in instructional activities. This offer does not involve the full range of teaching, research, and service responsibilities of the probationary and tenured faculty. In addition, the position carries no expectation of tenure, is not subject to normal faculty and/or instructional academic staff policies and procedures and may be terminated at any time by the supervisor without notice.)

I will be pleased if you accept this appointment as a volunteer and provide your expertise to our project under the conditions outlined. If you accept this appointment, please sign both copies of this letter and return one copy to me.

Sincerely,

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| *Signature* |  | *Date* |

**I have reviewed, understand, and accept the terms and conditions related to my service as a volunteer, which are described in this agreement.**

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| --- | --- | --- |
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| *Signature* |  | *Date* |

*Please forward the original signed agreement to Human Resources.*