

Date:

Name:

Address:

City/State/Zip:

Dear _____ :

This letter is to provide written confirmation of your term as a volunteer of the University of Wisconsin-_____, beginning _____ through _____. During this period either you or the University may cancel this agreement.

During your term of service as a volunteer for the _____ Department, you will be performing the following duties, and other related duties as assigned, under the supervision of _____:

Your volunteer status provides you with certain protections from liability if a claim for damages due to negligence results from the performance of your official duties, as described above. As a volunteer, you are not considered to be an employee of the University and you are not eligible for any compensation or other benefits, including any Worker's Compensation benefits.

To indicate your acceptance of the terms of your 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 of the terms of your service.

Sincerely,

Name & Title

Please submit a copy to the Dean or Head of Division and Risk Management & Safety.

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