<DATE>

<RECIPIENT NAME>

<ADDRESS LINE1>

<ADDRESS LINE2>

<CITY, STATE, ZIP>

Dear<RECIPIENT NAME>:

This letter is written to provide written confirmation of your terms as a volunteer of the University of Wisconsin-Milwaukee for the period <MM/DD/YY> through <MM/DD/YY>. During this period either you or the University may cancel this agreement.

During your term of service as a volunteer for the <NAME OF DEPT>, you will be performing the following duties: <LIST DUTIES> and other related duties as assigned, under the supervision of <NAME OF SUPV>, <TITLE OF SUPV>. Please be aware that you will be subject to a criminal background check.

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.

UWM is committed to child safety. If, in the course of providing services to UWM, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur, you must make a report of that abuse or neglect to law enforcement or to a county social service agency as provided in UWM’s Child Abuse and Neglect Policy, <http://www4.uwm.edu/hr/news/eo54.cfm> . If the suspected child abuse or neglect involves UWM, you must also report that abuse to the UWM Office of Equity and Diversity Services, Mitchell Hall 359, email [diverse@uwm.edu](mailto:diverse@uwm.edu) . The Child Abuse and Neglect Reporting brochure is included with this letter.

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,

Encl.

cc: <VOLUNTEER SUPV> w/out enclosure

<DEAN OR DIVISION HEAD> w/out enclosure

<RISK MGMT & SAFETY> w/out enclosure

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***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.***

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Signature Date