



Dear _____ :

I am pleased that you have volunteered your services to our department for the period of time. The following is a summary of your duties and responsibilities:

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You will receive training on the tasks and duties you will be performing and feedback will be given to you on your performance.

As a volunteer there is no compensation for your services; however, should you incur pre-approved expenses as result of the project such as travel, etc., you will be reimbursed.

Your work schedule will be _____

Your supervisor is _____ and should be contacted for any scheduling issues or questions concerning your service as a volunteer.

Special requirements of the job (such as required equipment, dress code, uniform, commercial driver's license, driver's license, etc.) are: _____

The university liability coverage provides protection for volunteers while acting in an official capacity and within the scope of their duties. Worker's Compensation Insurance does not provide medical coverage for volunteers even if the injury occurs during the volunteered hours. All medical issues, including healthcare insurance, are the total responsibility of the volunteer. Legal services are not provided if criminal charges are lodged against a volunteer.

Sincerely,

I have read and understand the above information and I agree to the terms of the duties as a volunteer at Virginia Tech.

Signature: _____ Date: _____