

University System of New Hampshire Volunteer Appointment Letters

[Date]

[Appointee's name and address]

Dear _____:

I am pleased to offer you an appointment as a volunteer _____ in the Department of _____, at Keene State College. These are the terms of your appointment:

1. This appointment will be effective [date] and will remain in effect until [date], unless terminated sooner by the college/university.
2. Your volunteer responsibilities and duties are as follows:

_____.
3. You will receive reimbursement for the reasonable and properly documented expenses and costs you incur in carrying out your volunteer service. You will not be paid wages, benefits or other compensation for your services, but you may be entitled to an itemized deduction on your federal income taxes for the value of any un-reimbursed expenses you may incur – please consult your financial consultant for further information.
4. If this appointment is for athletic coaching services, you are required to possess proper certification or validation of competence in the rules, procedures, practices, and programs of the sport you will be coaching.
5. Because of your affiliation with our campus, it is important that you are familiar and comply with personnel policies including but not limited to policies pertaining to Health and Safety as well as prohibition of harassment and discrimination. (For more information, please visit the USNH on-line personnel policy manual at <http://usnholpm.unh.edu/USY/V.Pers/>)
6. Please indicate your acceptance of this volunteer appointment and its terms and conditions by signing below and returning this letter to your affiliated department. A copy will be maintained in the Office of Human Resources.

Sincerely yours,

Department financial manager name
Department title
Keene State College

I, _____, accept this volunteer appointment and the terms and conditions set forth above.

(Signature)

Date: _____

Note:

Provision #4 in the letter is taken from the section V(c) of the New Hampshire volunteer statute. <http://www.gencourt.state.nh.us/rsa/html/LII/508/508-17.htm>.

Cc: Keene State College Office of Human Resources