Volunteer Letter of Appointment

*[DATE]*

*[VOLUNTEER’S NAME]*

*[VOLUNTEER’S ADDRESS]*

Dear *[VOLUNTEER NAME]*

I am pleased to offer you an appointment as a volunteer with the *[PROGRAM NAME]* the University of Arizona’s Cooperative Extension of *[COUNTY NAME]* . 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 program/college/university.

2. Your volunteer responsibilities and duties are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. You will not be paid wages, benefits or other compensation for your services.

4. Please indicate your acceptance of this volunteer appointment and its terms and conditions by signing below and returning this letter to: *[PROGRAM COORDINATOR NAME].*

Sincerely yours,

[PROGRAM SPRONSOR NAME]

I, *[VOLUNTEER NAME]*, accept this volunteer appointment and the terms and conditions set forth above.

Volunteer Signature

Date