

**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 \_\_\_\_\_, for the 20\_\_\_\_ [academic year/Fall/Spring/Summer semester]. 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. Please indicate your acceptance of this volunteer appointment and its terms and conditions by signing below and returning this letter to: \_\_\_\_\_.

Sincerely yours,

\_\_\_\_\_

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>.