#### COMMUNITY SERVICE LETTER

NOTE: The letter must include the terms of the volunteer agreement (i.e., begin date, end date (if any), time commitment, responsibilities), whom to contact with questions, the insurance paragraph and the ID paragraph. The Volunteer Fact Sheet must be a

Dear <Name>.

Thank you for your willingness to volunteer your services to UW-Madison and specifically this department. We look forward to you helping us with <specify project>.

Based on our previous discussions, your activities as a volunteer will be <br/>
describe responsibilities>. You will begin <date> and continue for as long as we<br/>
mutually wish to maintain the relationship. <Specific end date also possible.><br/>
You have indicated that you can spend approximately <number of hours> hours<br/>
per week on these activities.

Please read carefully the attached "Volunteer Fact Sheet". Note that receipt of this letter makes you an official volunteer and that you will be covered by the State's liability protection program so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the state's worker compensation program, however, you are encouraged to maintain your own health insurance. If you should be injured during the course of your activities and the injury results from the negligence of a University employee or agent, you would have the same legal rights to seek compensation as would any visitor to the campus.

As a retiree of the University, you are eligible for an ID card. If you don't already have one, you may want to contact the administrator of your former department. <IF THE VOLUNTEER IS NOT RETIRED FROM THE UNIVERSITY, OMIT THIS SECTION>

If you have any questions about your volunteer service to our department, please do not hesitate to let me know. Again, thank you for your willingness to donate your time, energy and expertise. We really appreciate it!

Sincerely,

<Name>

Attachment: Volunteer Fact Sheet

# **Volunteer Community Service Letter**

**United States. Department of State** 

### **Volunteer Community Service Letter:**

**Social Services Letter** .1976 Report of Annual Meeting - VA Voluntary Service National Advisory Committee United States. Veterans Administration. Voluntary Service. National Advisory Committee, 1974 Operations Letter United States. Office of Civilian Defense, 1942 Voluntary Service, National Advisory Committee Veterans Administration.1968 Older Americans Community Service Program United States. Congress. Senate. Committee on Labor and Public Welfare. Special Subcommittee on Aging, 1967 Oversight Hearing on the Community Services Employment Program for Older Americans United States. Congress. House. Committee on Education and Labor. Volunteers in Community Service Guion Griffis Johnson, 1967 Subcommittee on Human Resources, 1982 The LAST Virtual Volunteering Guidebook Jayne Cravens, Susan J. Ellis, 2014-01-15 What is virtual volunteering It's work done by volunteers online via computers smartphones or other hand held devices and often from afar More and more organizations around the world are engaging people who want to contribute their skills via the Internet The service may be done virtually but the volunteers are real In The LAST Virtual Volunteering Guidebook international volunteerism consultants Jayne Cravens and Susan J Ellis emphasize that online service should be integrated into an organization s overall strategy for involving volunteers They maintain that the basic principles of volunteer management should apply equally to volunteers working online or onsite Whether you re tech savvy or still a newbie in cyberspace this book will show you how to lead online volunteers successfully by Overcoming resistance to online volunteer service and the myths surrounding it Designing virtual volunteering assignments from micro volunteering to long term projects from Web research to working directly with clients via the Internet Adding a virtual component to any volunteer's service Interviewing and screening online volunteers Managing risk and protecting confidentiality in online interactions Creating online communities for volunteers Offering orientation and training via Internet tools Recruiting new volunteers successfully through the Web and social media and Assuring accessibility and diversity among online volunteers Cravens and Ellis fervently believe that future volunteer management practitioners will automatically incorporate online service into community engagement making this book the last virtual volunteering guidebook that anyone has to write Older Americans Community Service Program United States. Library Volunteers Welcome! Carol Smallwood, Lura Congress. Senate. Labor and Public Welfare, 1967 Sanborn, 2016-09-02 Volunteers are crucial to the daily operation of any library Finding and retaining the right people motivating them and matching their skills with projects is challenging This collection of 30 new essays brings together the experiences of numerous individuals across the U S providing ideas projects and best practices for volunteer recruiting and management The contributors among them library board members heads of special collections directors of state library associations outreach coordinators archivists and researchers discuss a broad range of topics in five sections recruitment and retention policies and process mentoring and empowering placement programs and responsibilities and outreach

**Service Letter** United States. Work Projects Administration (Minn.),1942 Youth Volunteers Scott C. Stevenson, 2013-05-13 Originally published by Stevenson Inc this practical resource provides strategies for nonprofit organizations to recruit train motivate and reward young volunteers It addresses Beginning a youth volunteer program Tips and techniques to recruit young volunteers Connecting with and motivating young people in volunteer efforts Benefits and rewards for young volunteers Reaching and engaging college age volunteers Important topics covered include Volunteer selection guidelines Teen incentive programs College and university partnerships Online recruitment Communicating with younger volunteers Internships Grants and awards Youth volunteer benefits Cultural awareness Family engagement Working with first time offenders Youth volunteer boards Please note that some content featured in the original version of this title has been removed in this published version due to permissions issues Survival Skills for the Principalship John Blaydes, 2004-01-22 A great book designed to lighten the load of school administrators filled with practical easy to implement strategies short cuts time savers and sample forms and letters A valuable reference guide for effective school leadership Fran Madison Cohee NAESP California State Representative Principal White Oak Elementary CA If you are looking for insight rejuvenation and thoughtful practical strategies for success in your role as a school leader look no further John Blaydes helps us remember why we became educators why we want to continue and why inspirational leadership is essential to schools Jane Foley Vice President National Educator AwardsMilken Family Foundation Santa Monica CA Clearly Blaydes planned well as he linked the themes from one chapter to the next It will no doubt be a valued tool for school administrators Daniel P Gaffney PrincipalHoward R Yocum Elementary School NJDiscover the new 3 Rs of school leadership resiliency renewal and reflection Today's principals face unique challenges demands of time knowledge and organization that take their toll on even the most flexible leader This compilation of resources offers practical ready to use solutions to the issues and dilemmas principals face every day You can tap into these valuable resources for years to come as a long term support that will enable you to use your time and energy more effectively reduce personal stress spark new ideas and programs and enhance your effectiveness as an inspirational school leader Inside you ll find Highly practical strategies for strengthening your school s instructional program Tips ideas and techniques for creating a climate of excellence in your school Ways to lighten up laugh more and bring humor to your school community Proven strategies used by award winning principals to maintain balance in their lives Methods for managing the impact of stress on your performance and renew your energy for the important work of the principalship Learn to work smarter and discover the time to build a welcoming and purposeful learning environment for yourself your staff and ultimately your students **News Letter** United States. Department of State, 1964 **Oversight** Hearing on the Corporation for National and Community Service United States. Congress. House. Committee on Government Reform and Oversight. Subcommittee on Human Resources and Intergovernmental Relations, 1996 Worldwide Volunteering, 2004 This book demonstrates the enormous range of opportunites that exist around the world

There is something for everyone from the Foreword by Richard Branson Department of State News Letter United States. Department of State,1964 War Price & Rationing Board News Letter,1944 Congressional Record United States. Congress,1993 Report of Annual Meeting United States. Veterans Administration. Voluntary Service. National Advisory Committee,1968

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