



**APPOINTMENT MOU FOR VOLUNTARY WORK
MEMORANDUM**

To: _____
From: _____
Subject: Voluntary Work for Longwood University
Date: _____

Thank you for volunteering to work in Longwood University's _____ department/office. The purpose of this memorandum is to explain certain procedures and the scope of your work.

You have agreed to work _____ (hours, days, time when convenient, etc.) as agreed upon. The job title will be _____ and the general nature of the work will be _____. Your specific duties will be as follows:

Duty #1 _____

Duty #2 _____

Duty #3 _____

Your supervisor will be _____ (name/position). All of your volunteer activities will be in their name. Please keep them informed of your activities and any anticipated need to expend or commit University resources. (In the event the volunteer is authorized to make financial commitments, please specify.)

While carrying out University duties in your volunteer capacity, you will be an agent of the Commonwealth; and as such, liability claims for simple negligence will be covered under the Commonwealth's Risk Management Plan. The University does not have insurance to directly cover your injuries or damage to your vehicle or other property. In the event of University negligence that causes injury or property loss, you may seek loss recovery through a liability claim against the State of Virginia.

Best wishes for a mutually beneficial experience at Longwood University.

Attachments: (as appropriate)

