



APPOINTMENT MOU FOR VOLUNTARY WORK MEMORANDUM

To: ()
From: ()
Subj: Voluntary Work for Longwood University
Date: ()

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

You have agreed to work () as agreed upon. The job title will be () and the general nature of the work will be ().
Your specific duties will be as follows:

- ()
- ()
- ()

Your supervisor(s) will be (). All of your volunteer activities will be in () name(s). Please keep () informed of your activities and any anticipated need to expend or commit University resources.
(.)

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)
