

(Department Letterhead)

Date:

Dear \_\_\_\_\_,

This is to acknowledge your willingness to serve as a volunteer in the Department of \_\_\_\_\_ for the period \_\_\_\_\_ through \_\_\_\_\_. You will serve primarily under the supervision of \_\_\_\_\_.

You will have the following assignment (**detail description of duties**):

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As a volunteer, you are entitled to workers' compensation and state liability protection under the same conditions as state employees and are responsible for compliance with rules and regulations of the University of Florida.

Sincerely,

\_\_\_\_\_  
Supervisor (must be faculty member)

\_\_\_\_\_  
Volunteer