JHU and Dept Letterhead

Date

Volunteer Name

Volunteer Address

Dear ,

It is my pleasure to invite you to be a Volunteer in the Department of \_\_\_\_\_\_\_\_\_\_\_\_in the Krieger School of Arts and Sciences of the Johns Hopkins University. You are invited to begin your visit with us on August 15, 2012 and may volunteer for no more than 6 months without a formal extension. During your volunteer time with us, you will be working on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Volunteers are individuals who perform services for their own benefit, in furtherance of the humanitarian, educational or service missions of the School and/or to gain professional experience through their service to the School. Volunteers are uncompensated and provide services without expectation of pay. NOTE: Volunteers normally have no affiliation with the Johns Hopkins University. However, under special circumstances, certain Johns Hopkins employees may serve as volunteers when their paid work is substantively different from his/her work as a volunteer.

**Please note the following:**

* Each potential volunteer (or their parent) must sign the Risk and Waiver of Liability Form and complete the volunteer application.
* If the volunteer seeks to serve in connection with a high school internship program, he/she is responsible for having his/her school send two letters of recommendation.
* A non-University student, who is under age 18, or over age 18 and still enrolled in high school, may only become a University volunteer for service as part of an approved school program pursuant to an agreement between the University and the school, and only with parental consent.
* Acceptance of a volunteer is subject to a satisfactory reference check.
* Volunteers cannot be under the age of 15.
* Volunteers aged 18 or over must also submit to a criminal background check prior to serving in any volunteer capacity.
* Individuals who had volunteered in the same capacity previously and are now returning, after a six month or longer break in assignment, must again complete the entire process set forth above.
* Volunteers must satisfactorily complete all applicable training, orientations and health and wellness requirements prior to commencing activities at the School. Depending on the nature of the service, training may include, but not be limited to, HIPAA requirements, health and safety, lab protocols, and animal lab requirements.
* A current volunteer whose duties materially change, or who wishes to commence a new volunteer assignment, must complete all forms and processes set forth above.

**University volunteers are prohibited from performing the following activities:**

* Operating heavy equipment including vehicles
* Working with stored energy (e.g. steam, electricity, hydraulics)
* Activity considered inappropriate for any employee
* Entering into any contract on behalf of the University
* Working with infectious or potentially infectious agents, including human blood

By accepting this volunteer appointment, you agree to abide by all University policies including but not limited to the policies regarding safety, research and professional misconduct, responsible conduct of research, and conflict of interest.

As confirmation of your understanding and willingness to accept this appointment, please print this letter, sign and date, and then scan the signed letter back to INSERT NAME by email.

We look forward to your visit.

Sincerely,

I accept this appointment:

Volunteer Signature and Date

Dept Chair or host faculty