**Volunteer Intern**

**Appointment Letter Template**

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County division or section. The purpose of this letter is to confirm your volunteer internship in the division of the King County agency. The effective date of your internship is DATE.

You report to supervisor, title, who will supervise your learning objectives. Your primary volunteering location will be in the division offices located at address.

Your internship standard week is 35/40 hours and normal hours are 8:00 am to 5:00 pm, Monday through Friday. You may discuss your specific schedule with your mentor.

In this internship you will summary of learning objectives. Specific duties will be discussed with you upon commencement of your internship.

As a volunteer intern, you will be performing hours of service for a public agency for civic, charitable, educational, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Thus, you will not receive compensation for your contribution. You will be required to sign and submit a waiver of liability which is included at the end of this letter.

The following items are important for you to know:

1. You are ineligible for King County benefits but are eligible to receive a transit pass.
2. Either you or the county may terminate the internship prior to the completion of the assignment without cause or prior notice.
3. You do not attain any rights toward career service or regular employment.
4. You are not represented by a labor union.
5. To be eligible for hire into a career service position you must first compete in a formal selection process.
6. You are ineligible for enrollment in the Public Employees' Retirement System (PERS).

To qualify as a Volunteer Intern, the following criteria must be met:

* You must be enrolled as a full-time student in a school, organization or institution.
* You must provide proof of full-time enrollment upon appointment and throughout your internship.
* You must provide proof of continued full-time enrollment to qualify for an internship during summer break.

Please understand that the provisions of this letter do not constitute an express or implied agreement. If you have any questions about your internship or any information in this letter, please contact name, title, at phone.

Congratulations on your internship, and again, welcome to division.

Sincerely,

HIRING AUTHORITY

Attachment

cc: SUPERVISOR

 OTHER

I understand and accept the conditions of this internship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

**VOLUNTEER INTERN**

**WAIVER AND RELEASE**

The undersigned, on behalf of themselves and their estate, hereby waives any right of recovery and releases King County, its officers, officials, employees and agents, from liability arising from any injury to Undersigned, arising from or out of the Undersigned’s activities and participation in the volunteer internship at King County

The Undersigned further acknowledges and agrees that King County does not assume any responsibility whatsoever for any property of the Undersigned and the Undersigned shall not hold the county liable for any loss or damage to same.  The Undersigned hereby gives permission to be photographed and have their image used in King County publications.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**For youth under 18 years of age**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print) has my permission to accept a volunteer unpaid internship for King County. Signature of Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_