

Appendix B.5 – Sample Letter of Agreement for In-Home Assignments



SAMPLE Letter of Agreement for In-Home Assignment

(Name) (Address)

The following services have been approved by the volunteer station staff and will be performed by an RSVP volunteer: _____

The Volunteer Station Supervisor for this assignment is: _____

The RSVP volunteer will serve: _____
(Days of the Week)

From _____ to _____
(Approximate Service Schedule)

Volunteer services may be terminated by the sponsor at any time upon request of any of the undersigned parties.

Signed: _____

Sponsor Representative Date

Volunteer Station Representative Date

Person Served or Legally Responsible Person Date