ON DEPARTMENT LETTERHEAD

<DATE>

<RECIPIENT NAME>

<ADDRESS LINE1>

<ADDRESS LINE2>

<CITY, COUNTRY, COUNTRY CODE>

Dear<RECIPIENT NAME>:

This letter is written to provide written confirmation of your terms as a courtesy scholar (considered a volunteer since you are not employed by UWL) of the University of Wisconsin-La Crosse for the period <MM/DD/YY> through <MM/DD/YY>. During this period either you or the University may cancel this agreement.

During your time on campus as a courtesy scholar in the <DEPARTMENT NAME> Department, you will be engaged in the following activities: <LIST ACTIVITIES> and other related activities and/or duties as assigned, under the supervision of <NAME OF SUPV>, <TITLE OF SUPV>.

Your courtesy scholar status provides you with certain protections from liability if a claim for damages due to negligence results from the performance of your official activities/duties, as described above. As a, courtesy scholar, you are not considered to be an employee of the University and you are not eligible for any compensation or other benefits, including any Worker’s Compensation benefits.

To indicate your acceptance of the terms of your service, please sign and return this letter to me. You should retain a copy letter as your record of the terms of your service.

Sincerely,

<Name/title of assigned supervisor>

cc: <DEAN OR DIVISION HEAD>

Scott Holzem, Business Services, Risk Management & Safety

Diane Sasaki, International Education & Engagement

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***STATEMENT OF ACCEPTANCE: I HAVE REVIEWED, UNDERSTAND, AND ACCEPT THE TERMS AND CONDITIONS RELATED TO MY SERVICE AS A COURTESY SCHOLAR (AGENT), AS DESCRIBED WITHIN THIS LETTER.***

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Signature Date