



### **Developing Service Descriptions**

When developing new service descriptions or revising those that may have been provided, there are parts of the service description that can not be changed or that have to be included as required by the University. The sections listed below have been approved by the University Counsel and the content must be included as shown below. *Be careful that any additions to the wording does not change the intent of the original statement.*

#### **Term of Appointment** (termination clause)

This agreement may be terminated at any time by either party, regardless of reason. Such termination shall be by written notice to the other party and, unless otherwise specified in the notice, shall be effective immediately upon receipt.

#### **Discrimination clause** - Should read,

Welcome all youth, their families and other volunteers to participate in the program, regardless of race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability and never discriminate on the basis of any of these attributes.

#### **Benefits**

Liability protection for volunteer service to Extension under NH RSA 508:17.

#### **All service descriptions need to have the following under the "UNH agrees to" section:**

You are hereby recognized as a UNH Cooperative Extension Volunteer. As a recognized volunteer you are protected by NH RSA 508:17 which provides legal protection for its volunteers by limiting the liability of an enrolled volunteer who is working within the scope of his or her official duties and responsibilities as outlined by this document and following the guidelines and policies of the program.

#### **Signing of Volunteer Service Descriptions**

The University counsel suggests that the service description be signed by the volunteer and by a staff person.