August 2019

NAME

TITLE

ORGANIZATION/CAMPUS MINISTRY

Dear \_\_\_\_\_\_\_\_\_:

Southern Methodist University (“SMU”) is pleased to welcome you to our campus and we are delighted that you have agreed to serve as a volunteer for the [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_}. This letter outlines the terms and conditions of your appointment and service as a volunteer of the recognized campus ministry organizations at SMU.

**Expectations:**

1. You will be assigned an SMU email account you may use for purposes of conducting your volunteer work on campus. Please regularly check your SMU email account for communication from the SMU Office of the Chaplain and Religious Life and any other relevant University entity. (It is very important that you check, because it is the only means that the university has to contact you in case of a campus emergency [e.g. alerts from SMU PD].)

2. Complete all required training programs for volunteers at SMU:

* Mandatory Organization Meeting
* Title IX
* FERPA
* Minors on Campus

3. Keep faith with the policies listed in the Campus Ministry Council constitution, and review and comply with any applicable SMU Policies, as well as comply with any and all federal, state, and local laws, regulations, and ordinances. This requirement includes compliance with the Family Educational Right to Privacy Act (“FERPA”) regarding the confidentiality and privacy of student educational records.

4. Attend monthly Campus Ministry Council meetings.

5. Maintain accurate information on your organization presented on the Chaplain’s Office web site. (<https://www.smu.edu/StudentAffairs/Chaplain/CampusMinistries>)

6. For the sake of the Student Affairs Division strategic planning process, cooperate with assessment-related data gathering requests.

**Benefits:**

With a university-designated identification card and an active SMU email address, campus ministers receive:

1. Ability to reserve rooms and spaces on campus, in accordance with reservation policies and procedures, including payment of any applicable fee or costs associated with use of the facility, space, or room
2. Access to SMU libraries.
3. Access to Dedman Center for Lifetime Sports at the staff discount rate
4. Access to SMU meal plan rates for staff/faculty
5. Access to “Connect.smu”
6. Staff rates for purchase of tickets to SMU athletic events

The term of this volunteer appointment is June 1, 2019 through May 31, 2020, and may be renewed upon mutual written agreement between you and SMU. Upon termination of your volunteer appointment at SMU, for any reason, you must return all SMU property in your possession immediately to the SMU Office of the Chaplain. This includes, but is not limited to: SMU-issued keys, SMU ID card(s), SMU building/access cards, SMU issued computers, laptops, tablets, or other devices.

If these terms and conditions of your volunteer appointment at SMU are acceptable to you, please sign and date one original copy of this letter and return it to me. I look forward to working with you to enhance the campus and spiritual life and experiences of our SMU students.

Best regards,

Rev. Dr. Stephen Rankin

Chaplain and Minister to the University

I have read the terms and conditions for my appointment as a volunteer for the [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] at SMU and by my signature below agree to comply with the terms of this appointment. I understand and agree that my appointment at SMU is voluntary, and is subject to termination by me or SMU at any time with no prior notice.

[NAME HERE] [TITLE HERE]

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