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| **Global Education Office Volunteer Appointment Letter and Approval** | |
| **Name of Volunteer:** | (No undergraduate student allowed.) |
| **Name of Program:** |  |
| **Destination(s):** |  |
| **Departure Date:** |  |
| **Return Date:** |  |
| **Emergency Contact Information While Abroad** | *(Name, address, e-mail and phone number to reach this person while abroad in case of emergency.)* |
|  |  |
| **Role/ Title**  (Identify the volunteer’s role/title.) | **Description of Duties**  (Provide a description of duties and responsibilities this person will fulfill while maintaining an official role with the program.) |
|  |  |
| **Approvals** |  |
| **Faculty Leader Signature & Date:** |  |
| **Volunteer Signature & Date:** |  |
| **Department Head or Designee Signature & Date:** |  |
| **Director, GEO Signature & Date:** |  |

*Once the faculty leader, volunteer and department head or designee have signed, return to GEO Director, Theresa Johansson (*[*theresaj@vt.edu*](mailto:theresaj@vt.edu)*), for review and signature.*