

Community Group/Agency Endorsement Letter

(TO BE COMPLETED ON OUTSIDE GROUP/AGENCY LETTERHEAD)

SAMPLE LETTER

Date: _____

Name of Supervisor of Volunteer Services

Name of Correctional Facility

Address of Correctional Facility

Dear _____:
(Name of Supervisor of Volunteer Services)

This letter is to introduce _____ . He/She is currently, or will shortly, be assisting our organization as a _____ to work with the _____ organization/program at your facility. _____ has been involved with this organization since _____ and has completed (or will shortly complete) our organization's orientation/training program.

(For formerly-incarcerated-person applicants):

_____ is a formerly-incarcerated-person and has provided the following information (crime, date, incarceration dates, parole status, etc.):

As a member of this group/agency, it is felt that _____ possesses the skills and experience appropriate for the position he/she will be involved with. _____ is aware that his/her application will be reviewed and that a Criminal History Check will be made, including fingerprints.

In addition, _____ is aware that he/she must complete a Volunteer Services orientation at _____ Correctional Facility, submit for a TB test or provide medical proof that such a test is not necessary, agree to a picture ID, and adhere to the Standards of Conduct that govern all volunteers who work in the New York State Department of Corrections and Community Supervision.

Sincerely,

Program Director or Key Volunteer

Form #4750 A
(11/15)