

## **Letters of Endorsement and Letters of Reference Information**

Per the Volunteer Services Policy, each Level I and Level II volunteer is required to have EITHER a Letter of Endorsement OR two Letters of Reference. This is a requirement for volunteering or attending events on a memo, one to four times a year (Level I); or entering more than four times a year with a badge (Level II). If you are representing an agency, a letter of endorsement is required. If you are not here representing an agency, two letters of reference are required.

### **Letter of Endorsement:**

- Must be written on the organization's letterhead by the endorser.
- Must have the original signature of the endorser.
- Must state how long and in what capacity the endorser has known the volunteer.
- Must attest to the volunteer's ability to perform the duties requested and how the endorser knows this information.
- Any other information the endorser would like to share regarding the volunteer.

### **Letter of Reference:**

- Two letters of reference from non-family members whom the volunteer has known longer than six months.
- The letters must include how they know the volunteer and how they can attest to the volunteer's skills, credibility, and integrity.
- The letters must include the writer's contact information.

**Letters of Endorsement and Letters of Reference must be renewed every 5 years.**

Letters can be mailed to:

Michael Mechalske  
Reentry Affairs Coordinator  
FCC Butner  
P. O. Box 999  
Butner, NC 27509

If you have any questions regarding the above requirements, please contact the Reentry Affairs Coordinator at (919) 575-5000 extension 1405, or at [mmechalske@bop.gov](mailto:mmechalske@bop.gov)