



## Volunteer Handbook

### *Volunteer Acknowledgment Form*

I understand that the **Volunteer Handbook** describes important information about the Volen Center and my rights and responsibilities as a volunteer. The Center reserves the right to alter the **Handbook** from time to time. I understand that revisions may supersede or eliminate one or more existing policies and that after a change is made, all such changes will be communicated promptly after the change through official notices.

I acknowledge the Center has always maintained the highest standard of business practices. As a volunteer, I understand that I am responsible for maintaining the same high standards of professional ethics at all times. I agree not to engage in any activity that may reflect unfavorably on VC. I will not engage in any activity with other businesses, organizations, customers, fellow volunteers, employees, or consultants in a manner that could create a perceived or actual conflict with the Center's businesses. I will protect agency information and will both disclose and avoid any situations that present a potential conflict of interest that might influence my volunteer work performance or deprive VC of the full measure of my volunteer working time, attention to assigned duties, and/or loyalty.

I acknowledge that any violation of the policies in this **Handbook**, in the preceding paragraph or in any subsequent notices of policy change may result in appropriate disciplinary action being taken by the Center, including, at VC discretion, discharge or any other action the Center may have available by law. I further acknowledge that, if I had any question about this policy, I have sought clarification from my supervisor prior to signing.

My volunteer relationship with VC is voluntarily entered into and is subject to termination by me or VC at will, with or without cause, at any time.

I acknowledge that this **Handbook** is neither a contract nor a promise of service as a volunteer nor an offer of permanent employment. I have received, read, understood, and will comply with both the policies contained in this manual and any revisions made to it. These policies may be amended anytime at the President/CEO's discretion.

I hereby also authorize the President/CEO of VC to permit representatives of federal, state, and county agencies, and other persons who, in the reasonable opinion of the President/CEO, have a legitimate reason for such inspection to inspect my volunteer file. This does not include medical records or documents being prepared for use in civil, criminal or grievance procedures.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer's Name (please print): \_\_\_\_\_

Signature of Department Supervisor: \_\_\_\_\_