

VOLUNTEER MANUAL  
**ACKNOWLEDGMENT OF RECEIPT**

1. I have received a copy of the Mid-Willamette Valley Community Action Agency Volunteer MANUAL, which applies to me. I understand it contains important information on MWVCAA's policies, rules, and my responsibilities as a volunteer.
2. I have read this Manual; I have had this Manual explained to me; I have had the opportunity to ask questions; my questions have been answered; and I understand the policies contained in this Manual.
3. I understand that this Manual supersedes all prior manuals, policies and understandings on these subjects, and that it is not a guarantee of specific treatment in specific situations.
4. I understand that MWVCAA has the right to change, modify, substitute, eliminate, interpret, and apply, in its sole judgment, the policies and rules described in this Manual.
5. I agree to follow all existing and future MWVCAA policies and rules.
6. I understand MWVCAA's policy prohibiting unlawful discrimination and harassment, and I understand that it is my obligation to report immediately any violation of this policy to my supervisor or Personnel for prompt investigation and remedial action.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Signed Above