

## Volunteer Handbook Receipt Acknowledgment Form

As a volunteer for the City of Cannon Beach, I acknowledge the following things:

1. I have received a copy of the Volunteer Handbook. I understand that the Handbook contains important information about the City's policies and work rules. I also understand that the Handbook outlines my responsibilities as a volunteer for the City. I also understand that I have the responsibility to read and understand the information in the Handbook, and to ask my supervisor for clarification of any information I do not understand.
2. I understand that this Handbook is not a contract or a guarantee of specific treatment in specific situations. Except for any supplemental safety policies and rules that apply to certain jobs or work areas, or are otherwise stated in a written contract, I understand that this Handbook supersedes all prior Handbooks, policies and understandings on the subjects contained in it.
3. I understand that, unless stated in a contract, the City has the right to change, modify, add to, substitute or eliminate, interpret and apply, in its sole judgment, the policies, rules and benefits described in this Handbook. I understand that should the content be changed in any way, the City will require an additional signed acknowledgment from me to indicate that I am aware of the changes.
4. I understand that I am donating my service to the City with no expectation of compensation. I understand that there are certain risks and exposures the City cannot control. I do hereby fully and completely release the City of Cannon Beach, its officials, employees, and agents from any and all claims, demands, and liability of every nature and description whatsoever and howsoever arising by reason of my being allowed to volunteer with the City. I further acknowledge that the City carries a limited accident policy to cover volunteers, which is applicable in certain circumstances and that I am not covered by worker's compensation.
5. I understand that I am not eligible to receive any fringe benefit for my service include, but not limited to, health, dental, and vision insurance, life insurance, paid leave, disability insurance, retirement, and medical leave. I also understand that the City Manager is the only person who will ever have the authority to enter into a contract, and that all such contracts must be in writing and signed by both parties to be valid.
6. I am aware that I may be given confidential information during the course of my volunteer activity. I agree not to disseminate or use such information outside of the workplace. In the event my assignment ends, either voluntary or involuntary, I agree not to use this information or communicate it to any other individual, organization, or entity.
7. I acknowledge that any photograph or videotape taken of me participating in the City of Cannon Beach volunteer program may be used for outreach, education, or documentation purposes, without compensation, by the City of Cannon Beach.  
I also acknowledge that I have asked for and received clarification on any of the seven items listed on this acknowledgement form that I did not understand, before signing it.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Volunteer Name

\_\_\_\_\_  
Driver's License Number