

**ACKNOWLEDGEMENT OF RECEIPT OF CCHO VOLUNTEER HANDBOOK**

**APPENDIX B**

**ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER HANDBOOK**

The Volunteer Handbook contains important information about Christian Children’s Home of Ohio (CCHO), and I understand that I should consult the Spiritual Coordinator regarding any questions not answered in the Volunteer Handbook. I have entered a non-compensatory relationship with CCHO voluntarily. If I decide to no longer serve in the ministry of CCHO, I will heed the strong encouragement to give two weeks’ notice of my leave. In doing so, I make my leave amicable if the desire to serve in the future should arise.

Since the information, policies, and requirements described herein are subject to change at any time, I acknowledge that revisions to the Volunteer Handbook may occur, except to the CCHO policy of volunteering-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have had an opportunity to read the Volunteer Handbook, and I understand that I may ask the Spiritual Coordinator any questions I might have concerning the Volunteer Handbook. I accept the terms of the Volunteer Handbook. I also understand that it is my responsibility to comply with the policies contained in this Handbook, and any revisions made to it. I further agree that if I remain with CCHO following any modifications to the Volunteer Handbook, I thereby accept and agree to such changes.

I have received a copy of CCHO Volunteer Handbook on the date listed below. I understand that this form will be retained in my Volunteer Personnel file.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer's Name – Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCHO Representative

\_\_\_\_\_  
Date