

## Volunteer Handbook Acknowledgment

Your signature below indicates that you:

- acknowledge that you have received a copy of the City of Covington Volunteer Handbook;
- understand that you are expected to read the Volunteer Handbook in its entirety promptly, but not later than within seven (7) days of receipt;
- agree that you will follow the rules and procedures indicated within the Volunteer Handbook;
- understand that if you are signing this agreement as a representative of a group or organization undertaking a volunteer effort for the city, it is your responsibility, to the best of your ability, to ensure that other group members are aware of and abide by these rules and procedures;
- will contact your supervisor or the Personnel Manager at (253) 480-2410 if you have any questions about the rules and procedures contained within the handbook; and,
- have been notified that the Volunteer Handbook is the property of the City of Covington, and should be returned to the city (your supervisor or the Personnel Division) when your (and/or the group's/organization's) volunteer assignment ends.

*Please sign and date BOTH copies of this acknowledgment. Return one to the city and retain one with the handbook.*

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

City of Covington  
Printed Name of Group/Organization represented by  
above-noted individual volunteer, if applicable

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date