

Statement of Acknowledgement and Agreement

I have received and read a copy of CII's YP Service Group Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at CII.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by CII.

I have reviewed the duties listed in my service group description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at CII at any time (if possible, I will provide two weeks' notice to a YP SGC).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and CII. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of the CII Policies and Procedures manual.

Staff member or volunteer name (please print)

Staff member or volunteer signature

Date

This page is to be signed, detached, and delivered to the Service Group Coordinator.