



## **Volunteer Manual Acknowledgement**

This Volunteer Manual has been prepared for your understanding of the policies, practices, and benefits of the Eastburg Community Alliance; it is important to read this entire Manual. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of the Eastburg Community Alliance. This Volunteer Manual supersedes all prior manuals and previously issued policies.

After you finish reading this Volunteer Manual, please sign, date, and return this Acknowledgement Form within seven (7) days of your receiving this Volunteer Manual to read.

You agree to keep this Manual in your possession during your volunteer service and to update it whenever new information is provided to you. You acknowledge that this Manual remains the property of Eastburg Community Alliance and must be returned immediately upon request, or upon the termination of your volunteer service.

By signing below, you acknowledge that you have read and understood the policies outlined in this Volunteer Manual. You agree to comply with the policies contained in this Manual and to read and understand any revisions to it and be bound by them. You understand this Manual is intended only as a general reference and is not intended to cover every situation that may arise during your volunteer service. This Manual is not a full statement of Eastburg Community Alliance policy. Any questions regarding this Manual can be discussed with your supervisor or the Executive Director.

You acknowledge that this Manual is not intended to create, nor shall be construed as creating, any express or implied contract of volunteer service for a definite or specific period of time between you and Eastburg Community Alliance or to otherwise create express or implied legally enforceable contractual obligations on the part of Eastburg Community Alliance concerning any terms, conditions, or privileges of volunteer service.

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Volunteer name (print legibly)

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Volunteer signature

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Date

**VolunteerApplication**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_

Are you a member of the ECA?  Yes  No

- Volunteer Interest:  ECA special events  
 ECA Standing Committees  
 Promotions  
 Design  
 East Stroudsburg Station Ad-hoc Committee

Please explain why you would like to volunteer  
and what you would contribute to the ECA:

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\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Volunteer Agreement**

I am volunteering solely for personal purposes or benefit without promise or expectation of compensation, benefits or future employment from the ECA beyond any specified reimbursements agreements.

I agree to familiarize myself with, and abide by, the ECA’s rules and policies regarding conduct, confidentiality, safety and welfare. I understand that I may be subject to the same pre-employment screening and background checks as paid employees performing similar duties.

If my duties include driving on ECA business, I understand that I must possess a valid driver’s license and that I will be subject to a Department of Motor Vehicle driver’s license background check.

I understand the ECA provides limited accidental liability coverage to volunteers, but that no other employee or state-sponsored medical, retirement or insurance plans apply to this association.

Finally, I understand that the ECA or I may end my volunteer services with the ECA at any time.

My signature below affirms that all information on this information form is accurate to the best of my knowledge and I agree to abide by the conditions outlined above.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only:

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_