



Intern & Volunteer Orientation & Handbook Acknowledgement Form

I, _____, have participated in The Arc Minnesota's general orientation for interns and volunteers. I have also received The Arc's Intern & Volunteer Handbook. I acknowledge that **I have read and understand** its contents and further acknowledge and agree that:

- I have received, read and agree to abide by all policies outlined in the Intern & Volunteer Handbook.
- I will act in an ethical, confidential and appropriate manner in all operations related to my work.
- I will not knowingly misuse my position in any capacity deemed inappropriate. This includes, but is not limited to, the use of supplies, customer relationships, access to information or any related areas of The Arc's business for my own personal gain.
- I will maintain an open and honest relationship with The Arc. I will inform them of situations I am aware of that may jeopardize the integrity of the agency and its businesses.
- I waive all present and future liability claims against The Arc Minnesota and its affiliates as outlined in the Intern & Volunteer Handbook.
- The Handbook provides a general overview of The Arc's volunteer policies and does not necessarily represent all policies or practices of the organization. I am responsible for seeking clarification on policies and practices that are unclear to me.
- The Handbook replaces any previously or communicated written or verbal policies or practices covering the same or similar subjects, including but not limited to, those contained in any manual, handbook, correspondence, memoranda or in verbal discussions.
- Neither this handbook or any other written or unwritten policy or practice at The Arc creates or implies a contract, covenant, promise or representation between The Arc and me.

I have read and agree to abide by the above as a condition of my volunteer/intern tenure with The Arc Minnesota. I understand that my services are terminable at any time and that if I violate any of The Arc's policies as outlined in the Intern & Volunteer Handbook, I may be terminated. I acknowledge The Arc reserves discretion to add, change or rescind its policies or practices at any time.

Volunteer Signature: _____ Date: _____

Volunteer Name, Print: _____

Volunteer Manager Signature: _____ Date: _____