



## **Acknowledgement of Having Read & Understood UCM's Volunteer Handbook**

Thank you for volunteering at United Community Ministries!

By accepting your volunteer assignment, you have taken the step to make a difference in the lives of our neighbors in need here in our community. Thank you for taking the time to familiarize yourself with UCM's Volunteer Handbook.

While performing community service at UCM, please feel free to ask any questions or to seek clarification on any aspect of your volunteer experience.

Should you encounter any difficulties or challenges with a staff, a volunteer or a client, please inform your immediate supervisor right away. Additionally, please inform UCM's Volunteer & Community Relations Coordinator, Mr. Marcos A. Castillo at [marcos.castillo@ucmagency.org](mailto:marcos.castillo@ucmagency.org) or call direct at 571.255.8979. You can also contact UCM's Human Resources Director, Ms. Jan Taylor at [jan.taylor@ucmagency.org](mailto:jan.taylor@ucmagency.org) or call direct at 571.255.8961 or UCM's Human Resources Coordinator, Ms. Andrea Tlatelpa, at [andrea.tlatelpa@ucmagency.org](mailto:andrea.tlatelpa@ucmagency.org) or call direct at 571.255.8981.

**I have read and understand the policies contained in this volunteer handbook.**

\_\_\_\_\_  
Last Name, First, Initial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note: If volunteer is a minor, a parent or legal guardian must also sign below:**

\_\_\_\_\_  
Last Name, First, Initial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Castillo, Marcos A.  
UCM's Volunteer & Community  
Relations Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The volunteer assignment for a minor will be in a non-hazardous environment and will comply with all appropriate requirements of the child labor laws. There will be adult supervision of all volunteers who are under the age of 18.**