

Volunteer Application Packet

Dear Volunteer Applicant:

Thank you for your interest in supporting St. Joseph, Husband of Mary Parish. The following steps must be completed before you are eligible to be a volunteer.

Register as Parishioner at St. Joseph, Husband of Mary

Volunteer Application (*MUST be brought to fingerprinting Appointment*)

Volunteer Handbook Acknowledgement of Receipt

Review the volunteer handbook, sign and return the Acknowledgement of Receipt on page 19 of the Volunteer Handbook. (*MUST be brought to fingerprinting Appointment*)

Fingerprinting & Background Check

Please make an appointment with Jessica Brewster (702-304-3036) to be fingerprinted. The appointment should take no more than 20 minutes. The appointment will take place here at St. Joseph, HOM and there is no charge.

Safe Environment Training

Please see the attached page on how to register and take the Safe Environment Training.

Please contact Josh Wattenbarger (Director of Children's Faith Formation) at (702) 304-3005 or JWattenbarger@stjosephhom.org if you have any questions.



DIOCESE OF LAS VEGAS VOLUNTEER APPLICATION

VOLUNTEER INTEREST AND AVAILABILITY

List programs/ministries in which you would like to serve: _____

Are you registered at a Parish? _____ If so, which one? _____

Parish at which you want to volunteer (if different): _____

Do you have children/other relatives who participate within the program/ministry for which you want to volunteer? No Yes
If yes, what are their name(s): _____

Volunteer Availability (circle all that apply): Number of Days per week: 1 2 3 4 5

Preference as to Days of the Week: Monday Tuesday Wednesday Thursday Friday No Preference

List the number of hours you can volunteer: _____/week

PERSONAL/CONTACT INFORMATION

Print Legal Name: _____

Last

First

Middle

Address: _____ Telephone No.: _____

Street and Number

City

State

Zip Code

Email Address: _____ Preferred Method/Time of Contact (Phone, E-Mail, Text): _____

Have you worked or volunteered for the Diocese of Las Vegas before (at any parish, school or other location)? No Yes

If yes, please list:

Location: _____ Dates (To/From): _____ Position: _____

Do you have any relatives currently employed/volunteering with the Diocese of Las Vegas? No Yes

If yes, please list their names and position(s) held: _____

PRIOR EMPLOYMENT OR VOLUNTEER EXPERIENCE

Present/Last Employer/Volunteer Agency:	From:	Positions and Duties Held:
Address	(Mo/Yr)	_____
City, State, Zip Code	To:	_____
Telephone/E-mail	(Mo/Yr)	_____

Other relevant qualifications, personal experience, skills, or certifications (e.g., C.P.R.) which may be helpful to the volunteer position(s) for which you are applying: _____

If you speak, read or write (fluently) languages other than English, please list: _____

BACKGROUND CHECK AUTHORIZATION/PRE-VOLUNTEER INQUIRY RELEASE AND ACKNOWLEDGMENT

I understand that, as a condition of my consideration for volunteer service with The Roman Catholic Bishop of Las Vegas and His Successors, a corporation sole ("Diocese"), and as a condition of my continued service, the Diocese will obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness ("report"). I understand that disclosure of the report does not automatically disqualify me from consideration as a volunteer.

Further, if I am granted volunteer status and any such information is later found to be false or incomplete (or omissions are found) in any respect, I may be subject to immediate termination of volunteer status. I understand if selected as a volunteer, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States.

I hereby authorize and consent to the Diocese's procurement of a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the Diocese will, at my request, provide me with a copy of any such report if the information contained in such report is, in any way, used in making a decision regarding my fitness for service with the Diocese. I further understand that such report can be made available to me upon request prior to any such decision being made, along with the name and address of the reporting agency that produced the report. I hereby fully and unconditionally release the Diocese and its clergy, officers, directors, employees, agents, servants, representatives and any other agency(ies) or entity(ies) releasing information from any loss, damage or liability in obtaining or furnishing said Criminal History Record.

I understand that while I am applying for, and in the event I am accepted as a volunteer at a parish, school or other Diocesan location, I am a representative of the Diocese. If I become a volunteer, I agree to comply with all Diocese of Las Vegas policies, procedures, rules and regulations. I also understand that any volunteer service may be contingent upon the passing of an initial or follow-up background investigation and consent to the disclosure of such records to the Diocese. I understand that should I decline to sign this consent my application for service will be rejected.

In addition to authorizing the release of any information regarding my service, I hereby fully waive any rights or claims I have or may have against my references, friends, former employers, their agents, employees and representatives, as well as any other corporation, partnership, entity or individual who releases information to the Diocese, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

Nothing in this application or Applicant's Statement and Agreement creates or is intended to create an offer, promise or representation of employment. If permitted to provide volunteer service, I do so with no expectation of payment. I understand and agree that my volunteer service with the Diocese is similar to an employment "AT-WILL" relationship and, absent a written agreement signed by both the Bishop of the Diocese of Las Vegas or his authorized designee and me, my volunteer service will be without compensation and is, therefore, for no definite period, and may be terminated by either the Diocese or me at any time and for any reason whatsoever, with or without cause. No other supervisor or representative of the Diocese (other than those described here) has any authority to enter into any agreement for employment or any service for any specified period of time or make any agreement contrary to the foregoing. I acknowledge that it is my obligation to ask for written evidence from either the Office of the Bishop, the Vicar General or the Chief Financial Officer as to a representative's authorized status for the purpose of authority to sign written agreements. I understand and agree that oral representations made before or in the event I am permitted to volunteer do not alter any terms and/or conditions of my volunteer service.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE. I hereby acknowledge that I have read, understand and agree to the above.

Signature of Applicant

Date

Printed Name of Applicant



FINGERPRINT BACKGROUND WAIVER

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by The Roman Catholic Bishop of Las Vegas that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of you FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:
16.34 - Procedure to obtain change, correction or updating of identification records.
If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.
3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
5. I hereby authorize The Roman Catholic Bishop of Las Vegas to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.



**NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF 1993 AS
AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

Applicant:

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer; (b) by which you are employed or serve as a volunteer; or (c) which provides care to someone to whom you have or may have unsupervised access, may request a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints.
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is a type or commonly accepted for the purpose of identification of individuals 18 U.S.C. §1028(d)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) has been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of any background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by entity performing the background check. Such request for a copy of your criminal history record and any challenge to the accuracy of such record should be addressed to the entity or the Nevada Department of Public Safety.
5. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.



DIOCESE OF LAS VEGAS

VOLUNTEER HANDBOOK

INTRODUCTION

VOLUNTEER SERVICE

Welcome to the Diocese of Las Vegas! Volunteer service is an invaluable component of the mission of the Diocese and we appreciate your service. Your assistance enables the Diocese of Las Vegas to provide a variety of ministerial services to our church communities.

In an effort to help you understand the way in which the Diocese works, this Volunteer Handbook was developed to describe some of the expectations of our volunteers and to outline policies, procedures and programs. We expect each volunteer to read, understand and comply with all provisions of this Volunteer Handbook.

No handbook can anticipate every circumstance or question about policy or procedure. As the Diocese of Las Vegas continues to grow, the need may arise to revise this Volunteer Handbook. As such, the Diocese of Las Vegas reserves the right to unilaterally change, revise, supplement and/or rescind any policies or portion of the Volunteer Handbook from time to time as it deems appropriate in its sole and absolute discretion.

Nothing in this handbook creates, or is intended to create, a contract of employment or volunteer service, a promise or representation of continued volunteer service or employment for any volunteer. All volunteer service is unpaid, at-will service. This Volunteer Handbook supersedes any previously issued handbooks, manuals, policies, written documents or verbal representations issued by the Diocese, schools and/or parishes.

HISTORY OF THE DIOCESE OF LAS VEGAS

The first Nevada Diocese, the Diocese of Reno, was founded almost by chance because of a visit to San Francisco by Chicago's Cardinal Mundelein. During a lengthy train ride through the vast expanses of the west, the Cardinal asked the location of the train at one particular point. When he was informed he was travelling through Nevada, he inquired as to who the Bishop was of this huge area. To his surprise, he learned that of all the forty-eight contiguous states, Nevada was the only one without its own bishop and its own diocese.

The Diocese of Reno was established by Pope Pius XI in 1931. Comprised of 110,540 square miles, it was one of the largest ecclesiastical jurisdictions in the lower United States, with Bishop Thomas Gorman as the first Bishop. At that time, the population was 91,058 with some 8,500 Catholics. Twenty-one years later Bishop Gorman was succeeded by Bishop Robert J. Dwyer in August of 1952, who instituted the Catholic Services Appeal.

ALL VOLUNTEER SERVICE WITH THE DIOCESE OF LAS VEGAS IS SIMILAR TO THE "AT-WILL" CONCEPT

We sincerely appreciate your interest in volunteering time to the Diocese. In that volunteer status is akin to the employment at-will concept, even though unpaid, either you or the Diocese may end your volunteer service at any time, with or without cause, with or without advance notice. Your status as an "at-will" volunteer may not be altered, revised or superseded except in writing signed by the Bishop, the Vicar General or the Chief Financial Officer.

BACKGROUND CHECKS

Formerly, the Diocese of Las Vegas required fingerprinting of those employees and volunteers whose work for the Diocese brought them into contact with children. In an effort to enhance the protections afforded by such a background check, it is now the policy of the Diocese of Las Vegas to fingerprint **ALL employees and volunteers**. As before, completed fingerprint cards and release forms must be submitted to the Diocesan Human Resource Office for processing. Fingerprints are submitted to both Nevada State Law Enforcement as well as the Federal Bureau of Investigation ("FBI"). If your position and/or service requires additional pre-service criteria, such as a credit check or driver's records, your service is contingent upon satisfactory results on all such checks or exams.

EQUAL OPPORTUNITY - POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

It is the policy of the Diocese of Las Vegas to provide equal opportunity to all persons. However, it is recognized that certain positions within the Diocese require membership and active participation in the Catholic Church.

In keeping with its commitment to maintaining a work environment that is free of discrimination, the Diocese of Las Vegas maintains a strict policy prohibiting unlawful discrimination, including harassment and any other form of unlawful discrimination because of race, color, age, disability, national origin, religion or any other basis made unlawful by any applicable law, ordinance or regulation.

The Diocese of Las Vegas complies with all provisions of state, federal and local laws and ordinances, including, but not limited to, all provisions of the American's with Disabilities Act. All volunteers are responsible for adhering to the provisions of this policy and maintaining a work environment that is free from discrimination and harassment. Each volunteer must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as unlawful discrimination, including harassment. Failure to exercise good judgment may result in disciplinary action, up to and including a release from volunteer service.

The Child Protection Services (“CPS”) website provides the following additional guidance:

If, in light of all the surrounding facts and circumstances which are known or which reasonably should be known to the person at the time, a reasonable person would act within approximately the same period under those facts and circumstances. *See also* Nev. Rev. Stat. §432B.121.

A report of suspected child abuse or neglect is only a request for an investigation. The person making the report does not need to prove or provide proof that abuse has or may have occurred. Investigation at this initial, outside reporting juncture is the responsibility of the Child Protective Services Agency and/or law enforcement. The Diocese, may also conduct an internal investigation as set forth below.

- Who Must Report

Nevada Revised Statute Section 432B.220, includes the following persons as *mandated reporters* of suspected child abuse:

. . . teachers; administrators; librarians; school counselors; nurses; athletic trainers; clergy (unless he has acquired the knowledge of the abuse or neglect from the offender during a confession); any person employed by a facility or establishment that provides care for children; any adult who is employed by an entity that provides organized activities for children; or a person directly responsible for, or serving as a volunteer for, an institution or facility where the child is receiving child care outside of his home for a portion of the day.

- Where to report/Who to call:

The Child Abuse Hotline takes reports of Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect. The caller is often asked for as much as information as possible regarding the identity of the family (e.g., names, address, ages, birth dates, whether/where the parents are employed, etc.). While CPS cannot guarantee anonymity, the caller’s name may be kept confidential.

CPS HOTLINE at: (702) 399-0081 - they accept reports “around the clock.”¹

¹ See Clark County, NV>County Services>Family Services>Department of Family Services – Child Protection (2009), available at: http://www.accessclarkcounty.com/depts/family_services/Pages/childprotection.aspx

After receiving a complaint, the Diocese of Las Vegas and/or its representative will promptly investigate complaints and will impose discipline, where appropriate, up to and including termination, where it determines conduct in violation of this policy has occurred.

The Diocese of Las Vegas will endeavor to protect the privacy and confidentiality of the all parties involved to the extent possible consistent with a thorough investigation.

The Diocese of Las Vegas treats all complaints of misconduct of any kind and retaliation seriously and all employees and volunteers are expected to be candid and truthful during the investigation. If evidence arises that any participant in the investigation has made false statements of any kind, the employee(s)/volunteer(s) will be disciplined, up to and including termination of service.

Anyone who interferes with any investigation will be subject to discipline up to and including termination of service. Any supervisor who becomes aware of an incident of misconduct of must immediately report the matter as set out above. Supervisors or managers who fail to report such matters may be subject to discipline up to and including termination.

As indicated, the Diocese of Las Vegas endeavors to provide a safe and secure workplace for volunteers, employees, customers and vendors. All suspicious individuals or activities should be reported as soon as possible to your volunteer coordinator and/or supervisor. Do not place yourself in peril.

CONFIDENTIALITY

Volunteers in the course of their service, and/or by virtue of their position(s) may come into possession or gain confidential information about Diocese of Las Vegas, its operations, employees, students, parishioners and/or other volunteers. Such information shall not be discussed outside of the particular department and under no circumstance should be discussed outside of the Diocese of Las Vegas and should only be discussed with relevant personnel and/or volunteers.

WORK HOURS

Although unpaid, the regular work hours of volunteers may vary by location. The Pastor/ Administrator and/or Principal will establish their parish, and if applicable, their school's, regular business hours. The Principal of a parish school may be delegated this duty by the Pastor/Administrator. The President will set the regular business hours at Bishop Gorman High School.

ATTENDANCE AND PUNCTUALITY

The Diocese asks that, if at all possible, that you apprise your direct supervisor/coordinator of time of vacation plans, military leave and/or sick time in advance so arrangements may be made to complete the volunteer's tasks in his/her absence, if necessary.

ILLNESSES

Everyone gets sick from time to time. Even though volunteers are not paid, in order to maintain a smooth working environment for all, the Diocese asks volunteers to give as much notice to their supervisors as possible when they are not able to perform their services. This will give the Diocese an opportunity to make other arrangements where necessary.

WORKMAN'S COMPENSATION

All volunteers are currently covered by the Diocese of Las Vegas' workman's compensation coverage for job-related illness or injury. Premiums for worker's compensation benefits are paid entirely by the Diocese.

ALL injuries must be reported immediately to the volunteer's coordinator or supervisor **regardless** of whether medical attention is required. A Diocese of Las Vegas "Accident/Incident Reporting Form," must be completed along with other required documentation such as a C-1, as soon as possible, but in no event later than three days after the incident. Failure to timely report incidents may

Some volunteers may receive training in emergency evacuation, fire prevention, hazard communication, blood borne pathogens and other safety topics as required by your position.

Additional safety policies specific to individual positions are set forth in the Risk Management Policies (e.g., driver requirements, food service, Diocesan events and functions etc.). For information of these additional policies, copies of these policies, and/or forms related to these policies, please contact the Diocesan Risk Manager within the Diocesan Finance Office.

GENERAL WORK RULES

We sincerely appreciate your interest in volunteering time to the Diocese. In that the volunteer status is akin to the employment-at-will concept, you may relinquish your volunteer services at any time. The Diocese also retains the right to release a volunteer at any time, for any reason.

Below are important work rules of the Diocese of Las Vegas. Examples of these rules are listed here for your information. Every volunteer must conform to these standards of conduct. It is not possible to list all the forms of behavior that are considered unacceptable, however, the following are examples of infractions of rules of conduct that may result in being released from the privilege of volunteer service:

- Public support or advocacy of positions or conduct, which oppose the teachings and policies of the Church.
- Consistent failure to follow policies as promulgated by the Diocese.
- Falsifying work/service records.
- Misappropriation or unauthorized divulgence of internal or confidential Diocesan records; falsifying or failing to enter records required to be recorded in the course of business; misuse of Diocesan computer systems, including, without limitation, internet access and e-mails.
- Personal use of Diocesan credit, credit cards or other resources.
- Being at your volunteer work/service: under the influence of alcohol, intoxicants or drugs with, or in possession of, or sale of such substances while on the premises; or at volunteer service/work without proper dosage of any prescribed medications, abuse, or sale of drugs, including but not limited to prescribed medications.
- Theft or unauthorized removal, use of, or misappropriation of Diocesan property, including Diocesan funds and records, or another's property or records; dishonesty.
- Defacing, damaging, destroying, writing or painting upon or abusing Diocesan property, tools, equipment, or the property of another in a like manner.

- Insubordination.
- Unsatisfactory work performance, including, but not limited to the failure or inability to perform, follow or carry out job requirements or other instructions or assignments from supervisor.
- Sleeping or loitering on the job; engaging in horseplay.
- Failure to comply with grooming or uniform standards.
- Interfering with or distracting other volunteers, employees, including a supervisor, while they are working.
- Gambling while on duty.
- Violating rules pertaining to safety, fire, sanitation, or health.
- Making disparaging remarks about the Diocese, its facilities or personnel, or the services it provides; general rudeness, insolence.
- Engaging in any conduct which, when revealed, may:
 - Reflect unfavorably upon the Diocesan reputation, goodwill, or standing in the community.
 - Render the volunteer less effective, credible, or desirable as a representative of the Diocese coming in contact with others.
- Absence and/or tardiness; unauthorized departure. Repeated absence/tardiness, both excused and unexcused.
- Soliciting tips, discounts, favors, or other concessions.
- Tampering with any Diocesan machine, device, controls or other equipment; tampering with procedures, programs, systems, or records.
- Permitting unauthorized persons in areas where they customarily are not permitted to be without advance approval of management.
- Gossiping or rumoring with the intent or effect of discrediting, disparaging, or generating unrest, distrust, or undue concern.
- Using Diocesan business telephones and other communication facilities for personal matters (other than emergencies).
- Violation of Diocesan Policies or any other Diocesan rules.

CONFLICTS OF INTEREST

The Diocese of Las Vegas expects all volunteers to act in a manner consistent with the faith and morals of the Catholic Church. It is also expected that all volunteers avoid activities which conflict, or may conflict, with their responsibilities with the Diocese. While the Diocese of Las Vegas recognizes and respects volunteers' rights to engage in personal activities outside the scope of their service, volunteers must also refrain from activities which interfere or conflict with the Diocese's operations.

Specifically, no volunteer is allowed to maintain an outside business or any financial interest or engage in any outside interest of financial activity which conflicts in any way with the business interests of the Diocese of Las Vegas, or the Roman Catholic Church, or which in any way interferes with his/her ability to fully perform any duty or responsibility. Volunteers may not benefit directly or indirectly from students, parents, parishioners or any other nonemployee, third

SEARCHES AND INSPECTIONS

In order to try to create the safest possible environment, neither employees nor volunteers have a right to privacy in their workspaces or in/on any other property belonging to the Diocese of Las Vegas, including, without limitation their computers. The Diocese of Las Vegas reserves the right to search Diocesan property at any time, without warning, to ensure compliance with our policies on employee safety, workplace violence, harassment, theft, drug and alcohol use and possession of prohibited items. The Diocese of Las Vegas may also search personal property brought onto Diocesan premises, including but not limited to toolboxes, briefcases, backpacks, purses, vehicles and bags. Accordingly, neither volunteers nor employees should have an expectation of privacy while on Diocesan premises.

OPEN DOOR POLICY

The Diocese wants to maintain a positive and pleasant environment for all of our volunteers. To help meet this goal, the Diocese of Las Vegas has an open-door policy, by which volunteers are encouraged to report service/work-related concerns. If something about your volunteer service is bothering you, or if you have a question, concern, idea, or problem related to your service, please discuss it with your volunteer coordinator or immediate supervisor as soon as possible. We can't solve the problem if we don't know about it. We encourage you to come forward and make your concerns known to the Diocese.

CONCLUSION

Again, we appreciate your interest in serving the Church by volunteering your time and efforts. Hopefully, this handbook will provide useful guidance in the course of your service. However, if you have any questions about your service, please do not hesitate to contact your volunteer coordinator, immediate supervisor, Pastor, Administrator or School Principal.

**THE DIOCESE OF LAS VEGAS VOLUNTEER HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT**

The volunteer handbook of the Diocese of Las Vegas (revised April, 2010) describes important information about my service with the Diocese of Las Vegas and I understand that I should consult with my supervisor(s) or call the Diocesan Human Resource Department regarding any questions not answered in these policies. I have entered into my volunteer service relationship with the Diocese of Las Vegas voluntarily and acknowledge that there is no specified length of service (except for those employees with a separate written contract of employment, usually teachers and principals). Accordingly, either the Diocese of Las Vegas or I can terminate the relationship at-will, with or without cause, at any time.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of volunteer service at-will. Only the Diocese of Las Vegas has the ability to adopt any revisions to the policies in this handbook and may do so at any time, without or without notice.

I acknowledge that this handbook is not a contract of employment. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Volunteer Name (please print) _____

Volunteer Signature _____

Date: _____

Location of Service/Work:
