

**FAMILY OUTREACH INC.  
RECEIPT FOR FIELD-BASED EMPLOYEE HANDBOOK**

***All Direct Service Providers are expected to review Family Outreach, Inc.'s Personnel Policy Handbook and sign a copy of this acknowledgement of receipt as a condition of employment. This form can be signed at the Family Outreach Office, or employees may print out a copy of the form from Family Outreach's website and mail (or scan and email) the signed copy to the Local Employment Coordinator.***

I acknowledge that I have received a copy of Family Outreach, Inc.'s **Field-Based Staff Personnel Policy Handbook** and/or have been notified of the opportunity to review it on-line. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook.

I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Business Office or the Local Employment Coordinator.

In addition, I understand that this Handbook states Family Outreach, Inc. policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Family Outreach, Inc. for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please print out a copy of this receipt, sign and date it, and return it to your Local Employment Coordinator.

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_