



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ADMINISTRATIVE OPERATING PROCEDURE ACKNOWLEDGEMENT

I, _____ have reviewed and understand the following sections of the Coalition's Administrative Policy:

- Chapter 1: Referenced Documents
- Chapter 2: General Provisions
- Chapter 3: governance
- Chapter 4: Personnel
- Chapter 5: Finance and Accounting *(See Note)
- Chapter 6: Safety
- Chapter 7: Public Records
- Chapter 9: Travel
- Chapter 10: Continuity of Operations Plan (COOP)

*Note: It is not expected that all employees will understand the specific accounting policies and procedures listed in Chapter 5; however; employees must understand Sections 5.5, 5.4, 5.26, 5.32, 5.33, 5.43.

I understand my obligation to follow the policy and procedures and to request clarification from my supervisor and/or the Executive Director if needed.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date