

VOLUNTEER SERVICE AGREEMENT

I. As a volunteer under the supervision of the Community Engagement Department(CED) at Palm Valley Animal Society(PVAS), I agree to and understand the following:

1. I will not be compensated monetarily for the work I do with PVAS; I do this voluntary work of my own volition and free will.
2. I must complete/attend Volunteer Orientation(s), Workshop(s), Online Training(s), and scheduled shift(s) as scheduled or required.
3. I will submit all required documents, e.g., Volunteer Service Agreement, Training Certifications, and other documents provided by CED in a timely manner; it may hinder my registration process.
4. I must adhere to the department's sign-in and sign-out process, and wear my name badge and any current volunteer uniform at *all* times.
5. I will become familiar with the department's handbook, policies, and procedures and uphold its mission, philosophy, standards, rules, and regulations.
6. I will conduct myself with dignity, courtesy, and consideration for others(*animals, staff, or members of the public*) and will work professionally and ethically.
7. I will carry out my assignment(s)/shift(s) within the selected time frame and seek assistance from the supervisor whenever necessary.
8. I will take any job-related problems, concerns, or suggestions to a CED Coordinator, Supervisor, or CED Manager.
9. I must notify a CED Coordinator or Supervisor when I choose to discontinue my volunteer services.
10. I will use social media responsibly and positively represent PVAS, its animals, its programs, and its staff. *No photo/video recordings while in the vet clinic or medical rooms are allowed unless otherwise requested by CED Representatives.*
11. I will immediately report any accident or injury to my supervisor and cooperate with the completion of an accident/injury form.

II. Vaccinations

1. PVAS feels it is important to have a tetanus vaccination before joining the volunteer team, but it is not required to volunteer. To emphasize the importance, we ask you to read and initial the following waiver:
 - a) _____ I understand that because I handle animals, it is important to discuss being vaccinated against Tetanus with my physician.
 - b) _____ I understand that PVAS is not responsible for covering or reimbursing the cost of vaccination.
 - c) _____ I release PVAS from all responsibility that may occur if I fail to pursue this matter further. I understand that decisions are made at my own risk.

III. Failure to Comply

1. I understand that PVAS reserves the right to terminate my volunteer status as a result of, the following:
 - a) Failure to comply with organizational policies, rules, or other regulations
 - b) Unsatisfactory attitude, work, or appearance
 - c) Any other circumstances which, in the judgment of PVAS, would make my continued service as a volunteer contrary to the best interest of the shelter
 - d) Inappropriate use of social media as related to PVAS and my position

IV. Confidentiality and Privacy Policy

- A. PVAS volunteers may have access to confidential information (e.g., name, address, financial, or personal information) about the organization’s clients, donors, fellow volunteers, and families that interact with our organization. It is of the utmost importance to PVAS that this information is maintained in the highest degree of confidence and that it is accessed only on a need-to-know basis. For that reason, unauthorized use of confidential information may result in loss or suspension of volunteer status.

V. Handling of Animals

- A. I understand that the behavior of domestic and shelter animals can be unpredictable and that some animals are capable of inflicting serious personal property damage, injury, or death. I agree to assume these risks and to release, indemnify, and hold harmless PVAS, its employees, and board members for any and all personal injury and property damage resulting from my volunteer work.
- B. It is recommended, but not required, for the health of one’s personal pets that they are up to date with vaccines and preventatives and that PVAS is not responsible for providing care to any pets not under the care of PVAS.
- C. I will complete any required training before handling any animal(s).
- D. I will not interact with any animal(s) without the required proper training or permission.
- E. I will wear proper PPE(*personal protective equipment*) where/as required.
- F. I will never strike an animal, handle it, or treat an animal in such a manner that can be deemed as rough or abusive.

VI. Consent for Audio-Visual Images:

I grant permission to PVAS to use my image, the image of my Junior Volunteer(s) (photographs and/or video) for use in publications, including videos, email blasts, recruiting brochures, newsletters, and magazines, and to use my image in electronic versions of the same publications or on the website or other electronic forms of media. I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

I have read and understand each of the above conditions. My signature below indicates that I release PVAS its animals, staff, anyone employed by PVAS from any responsibility or liability. I agree to be bound by them and that I have accurately, knowingly, and truthfully completed the Palm Valley Animal Society Volunteer Registration, Volunteer Service Agreement, and Junior Volunteer Release*. (**if applicable*)

Volunteer Print Name _____

Volunteer Signature _____ Date _____

Email Address _____ Phone # _____

Minor Consent Form (16-17yrs old)

Volunteers *MUST* be 16 years of age to volunteer at Palm Valley Animal Society(PVAS) unaccompanied by a parent/guardian. If a volunteer is between the ages of 16 - 17, they *MUST* have a signed Minor Consent Form from their parent/guardian to participate in any PVAS Volunteer Program(s).

As the parent/guardian of the minor listed below, I have read and understand the conditions listed on the Volunteer Service Agreement, and my signature below indicates that I hereby understand that my child volunteers at their own risk, grants permission for her/him to perform volunteer work for PVAS without monetary compensation and that all aforementioned content applies to my child.

Minors Print Name _____

Parent/Guardian Print Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Phone # _____ Relationship _____

Junior Volunteer Release (14-15 yrs old)

Volunteers ages 12-15 years old are allowed to register as Junior Volunteers. As Junior Volunteers, children must be accompanied by their parent/guardian while they perform pre-approved volunteer duties. Parents/guardians are limited to a maximum of two children per adult. Only parents/guardians who have completed and submitted a Volunteer Application, Volunteer Service Agreement, and Junior Volunteer Release are allowed to participate in the Junior Volunteer Program. My signature below indicates that I release PVAS its animals, staff, and anyone employed by PVAS from any responsibility or liability.

Please initial next to each statement to indicate that you understand and agree with the following:

_____ I am responsible for ensuring that my child abides by the organization’s policies and procedures and upholds its mission, philosophy, standards, rules, regulations, and programs.

_____ I agree to supervise my child at all times while at PVAS or PVAS Events.

_____ I understand that Junior Volunteers are limited to specific assignments and animal socializing.

_____ I will ensure that my child wears their Junior Volunteer name badge at all times along with any other uniform requirements.

_____ I will not allow my child to perform any duties without my direct supervision for the time they are volunteering at PVAS and its Events.

_____ I assume the risk of my child being bitten, scratched, injured, or frightened by cats, kittens, dogs, puppies, and other animals in connection with my participation at PVAS.

_____ I agree that PVAS is not liable or responsible for any injuries, damages, liabilities, losses, judgments, costs, or expenses whatsoever, that my child or I might suffer and/or sustain in connection with the participation within PVAS and its events.

_____ I hereby release and indemnify, defend, and hold harmless PVAS, its directors, officers, employees, agents, and volunteers from and against liability.

_____ I have accurately and truthfully completed a PVAS Volunteer Registration, Volunteer Service Agreement, and Minor or Junior Volunteer Release.

_____ I have read the Release Form and fully understand the contents, meaning, and impact of this release.

Child’s Name _____ DOB _____

Parent/Guardian Print Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Phone # _____ Relationship _____