

FLORA SHROPSHIRE ANIMAL SHELTER

Volunteer Information Form

Name _____

Address _____

Phone: (home) _____ (cell) _____ (work) _____

Are you a minor? _____ yes _____ no

Days & Times to volunteer:

Sunday _____ Wednesday _____ Saturday _____

Monday _____ Thursday _____

Tuesday _____ Friday _____

What are you interested in doing at the shelter:

_____ walking dogs _____ general cleaning & maintenance

_____ playing with animals _____ clerical work

_____ cleaning pens & cages _____ grooming animals

Shelter Volunteer Policies

Volunteers at the Shelter must:

1. Follow the Shelter's Code of Conduct and Procedures
2. Fill out a Volunteer Information Form and a Disclosure & Release Waiver of Liability. These forms should be filled out at the County Judge Executive Office in order to be notarized by a Notary Public.
3. If a minor, be accompanied by an adult at all times and have a parent or guardian sign all forms.
4. Sign in and out of the Volunteer Log Sheet.
5. Do jobs that have been preapproved by the Animal Control Officer (ACO) and/or the Assistant ACO. The ACO and the Assistant ACO will oversee the volunteer program.

Any violation to these policies will be grounds for removal from the Volunteer Program. At no time will volunteers be left alone to supervise the shelter or handle money. A county employee should be on the shelter property when volunteers are present.

Shelter Code of Conduct

Employees and Volunteers of the Flora Shropshire Animal Shelter:

1. Are representatives of Harrison County.
2. Will be expected to conduct themselves professionally at all times while working at the Shelter.
 - a. No obscene or offensive language
 - b. No discussion of confidential issues in front of public
 - c. No loud or obnoxious behaviors
 - d. Be courteous and respectful at all times
 - e. Wear appropriate clothing for the environment

Employess will be expected to:

1. Conduct themselves professionally even when not in the shelter.
2. To comply with any and all personnel policies on conduct.

I agree to follow all Shelter Policies and Procedures.

Signature _____ Date _____