
FOCP - Volunteers

NOVEMBER 2021

Objective Overview

The utilization of volunteers to help operate more efficiently with everyday tasks and effectively increase donations, including but not limited to developing programs & focused campaigns for Friends of CountyPets. Whether you enjoy working with cats, dogs, or people in our community, we have a variety of volunteer opportunities available that are sure to fit your interests and work with your schedule.

Qualifications & Commitment

Volunteers must be **at least 15 years of age to work** without parental supervision and enjoy working with all people. They must show a genuine concern for the organization & its objectives. A willingness to work hard, get dirty and pitch in wherever needed. Individuals wishing to volunteer are required to provide an electronic signature demonstrating their desire to adhere to the required statements, releases, and agreements of the Volunteer program via the online application. Individuals under the age of 18 require parental consent and acknowledgment of duties. Once you have agreed to be available for a particular position, we count on you to be there. If you are unable to be at your shift, please call your lead as soon as possible.

Training & Development

Volunteers must complete an introductory orientation session as scheduled before reporting to their first assignment. Additional training may also be required. Volunteers must agree to represent Friends of CountyPets professionally and not allow personal views and opinions from clouding (overshadowing) or conflicting with the organization's purpose.

Roles & Responsibilities

- Community development and provide oversight where experience and opportunity presents.
- Online marketing, email marketing, and social media fundraising, including content creation.
- Ability to manage other organizational projects or attend events as they arise.
- Ability to attend a monthly board meeting where business is discussed.
- Fundraising for Unrestricted Donations, Sponsorships, & Recurring Donations including managing campaigns for a specific Cause/Purpose. Restrictions must be clearly stated within the posting and or title of the fundraiser when held on Facebook, Instagram, or any Third-Party Site.

Volunteer Policy & Procedures

To navigate the understanding and agreement between the volunteers and Friends of CountyPets organization. Volunteers are one of our most important resources at the Harris County Pets Resource Center, so we truly understand the value additional voices can make. Volunteers agree to the following details within this policy & the signed volunteer agreement.

01. Support & Supervision

Volunteers will report directly to Friends of CountyPets Board Members and associated Harris County Pets representatives where necessary. Depending on qualifications & experience, volunteers may be asked to provide guidance and mentorship to other younger volunteers. A general roster of volunteers will be kept by the Board to track hours of commitment and provide feedback where appropriate.

02. Commitment

We request that adults serve a minimum of 5 hours a week. We ask high school students to perform a minimum of 3 hours. It is essential that you keep your commitment. Communication with your lead at your location if you need to change your schedule. We ask each of our volunteers to sign up for as many duties as commitments permit. A minimum amount of service hours per week is requested, but not required. Volunteer hours are flexible. Except for holidays, our volunteers are welcome to work the best time for them within the given deadlines. Volunteers may perform on a project basis and seasonally with the organization throughout their term agreement.

03. Representation

You are as much a representative of Friends of CountyPets as any other. Your appearance and conduct will reflect on the organization, so **we ask all volunteers to wear long pants and closed-toe shoes with good traction when attending board meetings at Harris County Pets Resource Center. This is for your protection. Volunteers are also required to wear name tags while on duty at the facility or off-site.** We ask volunteers to maintain a high standard of personal hygiene and appearance and abide by a Smart Business Dress Code.

04. Voice & Recognition

The success of our organization depends upon the quality of the relationship between Friends of CountyPets & Harris County Pets employees, volunteers, customers, vendors, and the general public. Our donor's impression of Harris County Pets, Friends of CountyPets' and their interest and willingness to donate is significantly formed by the people who serve them. In a sense, regardless of your position, the more goodwill you promote, the more our donors will respect and appreciate all that is done.

We encourage volunteers to make suggestions, voice concerns and give ideas about how the agency fulfills its mission to the community. We are always looking for new ideas, so if you have any ideas to share, please speak with your lead.

05. Social Media & Online

We encourage you to advocate for the organization on your platform but do not allow personal views and opinions to cloud (overshadow) or conflict with the organization's purpose. Do not speak on behalf of the organization or misrepresent authority to speak on behalf of the organization. You agree to represent Friends of CountyPets, professionally & not disclose private information or proprietary items outside the organization. You agree to adhere to all of Harris County Pets' social media guidelines and policies while on-site or attending events connected with the organization.

06. Injury & Safety

Safety is vital to all of us. Volunteers should conduct themselves in a way that promotes the safety of themselves, coworkers, and clients. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a staff member immediately. Any personal injury that occurs while volunteering for Friends of CountyPets should immediately be reported to a board member. Volunteers are not covered under the organization's insurance for injury to themselves & accept sole responsibility.

07. Fundraising or Misappropriation of Supplies

There will be no removal of the organization's property without the approval of the organization. Prior approval of the FoCP Board is not required to launch, initiate, or otherwise advocate funding for the organization. FoCP is not responsible for funds received during overlapping campaigns or restricted content that did not have prior acknowledgment or made by Board decisions.

- Unrestricted Funds - Any donations made to FoCP without *explicit* 'reason' or a cause for the funds will be labeled to this category. Contributions are obtained from the Facebook button, Amazon Smile, PayPal Giving Fundraising page link, a direct PayPal transaction, PayPal check out, third-party fundraising sites, or crowdfunding.
- Handling of Funds - Volunteers, unless authorized by the position of the FoCP Board Members, should not accept cash or donation checks on behalf of the organization. Fundraising Campaigns or fundraisers held should be done by direct means to the organization on Facebook, Paypal, or direct invoices sent to donors. Fundraising 'offline' by a representative of the organization or while at an outside event should only be performed with prior authorization, requiring funds to be deposited or transferred to the organization within 3 business days of the event end date or to an authorized representative. Any fundraising, misappropriation of funds, or gathering funds outside of any approved methods for the organization without board approval is grounds for immediate dismissal and criminal charges, if applicable.

Volunteer Agreement

I, _____, desire to provide my time to Friends of CountyPets, on a voluntary basis between _____ and _____. (Month/Day/Year)

I understand this agreement is made to allow me to provide volunteer and/or intern services. FoCP is under no obligation to allow me to volunteer my services and may terminate its permission at any time, with or without cause, without notice to me. I understand I will receive no compensation, wages, insurance coverage, or any employment benefit from FoCP.

I HEREBY INDEMNIFY, RELEASE, DISCHARGE, AND AGREE TO HOLD HARMLESS FRIENDS OF COUNTYPETS, HARRIS COUNTY PUBLIC HEALTH, AND HARRIS COUNTY, ITS OFFICERS, COMMISSIONERS, ADMINISTRATORS, OFFICIALS, EMPLOYEES, AGENTS, HEIRS, SUCCESSORS, VOLUNTEERS, AND ASSIGNS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, COSTS (INCLUDING ATTORNEY'S FEES AND EXPERT FEES), AND CAUSES OF ACTION FOR INJURY, DEATH AND ALL OTHER DAMAGES ARISING OUT OF MY ACTIVITIES. THIS RELEASE AND INDEMNITY ALSO EXTENDS TO CLAIMS THAT OTHERWISE MIGHT BE ASSERTED BY MY HEIRS, FAMILY, AND/OR LEGAL REPRESENTATIVES.

I understand and agree that HCPH may immediately terminate my status as a volunteer/intern and remove me from its premises and/or from any area of operation if HCPH determines that I pose a threat or danger to personnel, to quality of services, for unprofessional behavior, or for failure to follow the policies and procedures of HCPH and affiliated/associated agencies. I understand and agree that the organization may, at their sole discretion, terminate my status as a volunteer/intern immediately and remove me from the premises for any statements made or repeated, retransmitted, or posted by me, in person or by digital or social media, that are discriminatory, harassing, derogatory toward any individual or group including other volunteers or employees of FoCP or HCPH. Including any statements or actions considered obscene, defamatory, or threatening, that for any other purpose is illegal, or against the policy, that is not consistent with the values of FoCP, or that do not represent FoCP standards and values.

By my signature below, I represent that I am qualified, READ, and UNDERSTAND THE VOLUNTEER POLICY and want to volunteer for Friends of CountyPets. I represent and warrant that I have never been charged with or convicted of a violation of any criminal statute, whether felony or misdemeanor, and further represent and warrant that I am not now or have never been on any form of parole, probation, or deferred adjudication. Based on my volunteer role, I hereby authorize the organization to research and verify my background as it deems necessary. While committed as a volunteer, I also agree to follow the instructions provided to me by the organization & its authorized representatives.

I confirm that the information provided by me in this application is true and correct.

Full Name of Volunteer

Date of Application

Signature