**Tri-County Animal Shelter & Adoption Center**

 **Volunteer Application & Policy Statement**

Thank you for your interest in volunteering with Tri-County! Our volunteers are valued team members and we appreciate your support. Please complete this application and review the policy statement to begin the process of becoming a Tri-County Volunteer.

**General Information**

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Animal Preference for Care: Cat/Dog/Both

**Tri County Animal Shelter & Adoption Center Memorandum of Understanding**

**& Release of Liability**

 Tri-County Animal Shelter & Adoption Center entered into this memorandum of understanding which details the responsibilities and understanding between both parties as follows:

1. **Services**: Tri-County Animal Shelter provides various services to its citizens through many programs. Some of these services can be enhanced by the use of volunteers. The Shelter agrees to provide training for each volunteer assignment. By providing services to the Shelter, volunteers can learn firsthand about their community and know that they are helping to enrich the lives of their fellow citizens.

2. **Compensation**: Volunteers will receive no compensation for these services.

3. **Confidentiality**: Volunteers acknowledge that they have received information about and understand the importance of maintaining confidentiality regarding any information contained in records or obtained through observation or discussions during any volunteer assignment. Furthermore, volunteers understand that there are laws regarding confidentiality that could expose them to criminal and civil liability for revealing any such confidential information, however received.

4. **Termination**: The Shelter may terminate the volunteer’s services at any time upon notice to the volunteer. Volunteers may terminate their services to the Shelter at any time upon notice that they will no longer provide these services. Volunteers may request a different assignment if they are not comfortable with their current assignment.

5. **Release of Liability**: Volunteers hereby release and discharge Tri-County Animal Shelter, its officers, employees, agents, and assigns from any and all liability for claims or causes of action of any kind, including but not limited to losses, injuries, damages, costs, or attorneys’ fees arising from personal injury, wrongful death, property damage, or other damages that may result directly or indirectly from these volunteer services.

6**. Relationship between Shelter and Volunteer**: Acceptance of a volunteer assignment does not create an employer-employee relationship between the Shelter and the volunteer. Volunteers acknowledge that they have requested to serve at their own risk and that the Shelter provides no insurance of any kind for the benefit of the volunteer. Volunteers voluntarily accept and assume all risks associated with or arising from participation in the Volunteer Program. If a volunteer is concerned about the safety of an assignment, they may refuse said assignment.

7**. Driving Privileges**: Volunteers are not permitted to operate shelter-owned vehicles.

8**. Consent, Waiver, and Release of Photo/Media**: Volunteers grant the Shelter the right to exhibit their name and/or picture in connection with Tri-County Animal Shelter. Any photograph may be used without the volunteer’s prior examination of the finished product. Volunteers waive their right to privacy with this consent and acknowledge that there shall be no financial payment for the use of the photo, etc., by the Shelter for recruitment/reporting purposes.

9. **Age Requirements**: Volunteers must be at least 16 years of age.

10. **Acknowledgment and Agreement**: By signing below, the volunteer acknowledges that Tri-County Animal Shelter is permitting them to serve as a volunteer under the terms and conditions stated herein.

**Volunteer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Parent/Guardian Signature (if under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Tri-County Animal Shelter Parent/Legal Guardian Consent Form**

**Parent/Legal Guardian Release of Liability**

This form authorizes your child to volunteer at Tri-County Animal Shelter. Volunteers must be at least 16 years old to participate. This form must be completed, signed, and returned before your child may volunteer.

**Parent/Guardian Information:**

* **Signature of Parent/Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minor Information:**

* **Name of Minor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact:**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Initial Below:**

**Parent/Guardian Initials | Volunteer Initials**

\_\_\_ I understand my services are voluntary and I will receive no compensation.

\_\_\_ I will not hold TCAS or Chowan County responsible for any injuries from handling animals.

\_\_\_ I assume all risks involved in volunteer duties.

\_\_\_ I will familiarize myself with and comply with TCAS policies and procedures.

\_\_\_ I will adhere to high standards of moral and ethical treatment of animals.

\_\_\_ I understand TCAS may terminate my services at their discretion.

\_\_\_ I release TCAS from any damage to my personal property during my volunteer services.

\_\_\_ I recognize the risk of injury when handling animals and release TCAS from any claims.

\_\_\_ I agree to allow TCAS to use photographs of me for public relations purposes.

**Parent/Legal Guardian Consent:**

I agree to release, discharge, indemnify, and hold Tri-County Animal Shelter (TCAS) harmless for any and all damages to my child/ward and/or property while volunteering. I understand the risks involved and allow TCAS to use any photographs or recordings of my child/ward for public relations.

As a parent/legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I give my consent for my child/ward to volunteer at TCAS. I have read and agree to all terms and conditions.

**Parent/Guardian Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tri-County Animal Shelter Volunteer Do’s & Don’ts

Do’s:

- Assist kennel technicians with daily duties (feeding/cleaning of dogs & cats)

- Walk dogs

- Socialize cats

- Wash dishes

- Wash/refill litter pans

- Sort newspapers

- Put away clean dishes

- Sweep/mop areas as needed

- Take trash to the dump

- Scoop play yards

- Clean up behind any animals you take out

- Inform the Director of anything concerning (call or text 252-312-9808)

Don’ts:

- Do not enter the CHOWAN (quarantine area) or the feral cat room - These areas are **STAFF ONLY**!

- No volunteering on Sundays unless prearranged with the Director

- No excessive treats or outside food

 - We aim to keep our dogs and cats healthy and avoid upset stomachs.

- If a cage is marked as **STAFF ONLY**, respect that it is for **STAFF ONLY**.

- If you are not volunteering for daily duties, please try to come in the afternoon hours (1 PM - 4:30 PM during the week and 10 AM - 12:30 PM on Saturdays) to allow us to complete daily tasks in a timely manner.

Volunteer Expectations

Volunteers must be able to:

- Walk dogs and pick up feces in common walking areas or play yards

- Scoop and wash litter boxes

- Sterilize cages and kennels as needed

- Wash dishes, food, and water bowls

- Sweep and mop as needed

- Brush and bathe animals as needed

- Assist with the general upkeep of the shelter

- Socialize animals when other tasks are completed

Days Available:

 Monday

 Tuesday

 Wednesday 

 Thursday 

 Friday 

Saturday 

Shifts Available:

 Morning 

 Afternoon 