

Homeward Bound Pets

Rules and Regulations for Volunteers

1. YOU MAY NOT MAKE ANY DECISION ABOUT THE CARE OR DISPOSITION OF ANY ANIMAL WITHOUT THE APPROVAL OR AUTHORIZATION OF THE SHELTER MANAGER OF HOMEWARD BOUND PETS OR HER/HIS DESIGNEE, ESPECIALLY IN THE CASE OF MEDICATION OR EUTHANASIA.
2. Check in daily with a staff member for any special instructions regarding specific animals.
3. Enter the requested information in the Volunteer Sign-In book located in the office.
4. Become thoroughly knowledgeable about the duties for which you are volunteering. Procedures and protocols have been developed to ensure the health and safety of the animals under our care. It is extremely important that you follow them. Ask questions if you are unsure about any procedure or protocol.
5. Expect to have your work reviewed from time to time. As stated above, the health and safety of the animals under our care is our first commitment. We must be certain that all procedures and protocols are being followed. Periodic reviews provide time to demonstrate your understanding of your volunteer duties, to ask questions, and to gain a deeper knowledge of our mission and work.
6. If an animal appears to have an illness or exhibits any unusual or undesirable behavior, report it to a staff member as soon as possible.
7. Never strike an animal or speak to an animal in a harsh or unkind tone of voice.
8. Be kind and caring. The animals under our care depend on us for shelter, nourishment, love, affection, socialization, and kind words. This is their home while they are with us. Highly socialized and trusting animals are more adoptable. Help us help them find their forever homes by being someone they can trust and depend on no matter what.
9. In general, volunteers are expected to conduct themselves in a professional manner at all times while on the premises of Homeward Bound Pets.
10. Keep in mind that answers to questions from visitors and potential adopters reflect directly on Homeward Bound Pets. It is important to use good judgment when deciding which questions are best answered by a staff member and which are appropriate for you to answer.

I have read the Rules and Regulations above and agree to the terms and conditions. I also acknowledge receipt of a copy of this document.

Volunteer (please print) _____

Volunteer Signature _____

Parent or Guardian Signature (if volunteer is under 18) _____

Date _____



Homeward Bound Pets

Volunteer Waiver & Release Form

This agreement is between _____ and Homeward Bound Pets in order to allow the volunteer to participate in the shelter volunteer program. As a volunteer at Homeward Bound Pets, I understand that working with shelter animals may be hazardous and involves contact with animals that can be unpredictable at times.

As a volunteer, I understand that Homeward Bound Pets and its directors, officers, employees and adoption partners cannot be held liable for any injuries, including death, loss of or damage to personal property, or accidents, whether or not such injury, death, damage or loss, or accident was caused by negligence of Homeward Bound Pets or a third party.

As a volunteer, I, my heirs, and personal representatives hereby release and indemnify Homeward Bound Pets and its directors, officers, employees, adoption partners, and agents from any and all liabilities, claims, demands of any nature, charges, expenses, causes of action, or damages, whether known or unknown, that result from or are in connection with my volunteer activities at Homeward Bound Pets.

As a volunteer, I understand that any information I come in contact with such as passwords, files, applications, correspondences, forms, messages, contact and mailing lists, or any other article possessed by Homeward Bound Pets and/or bearing their logo and/or name is the exclusive property of Homeward Bound Pets; therefore, it may not be used, sold, published, or distributed without the consent of Homeward Bound Pets or the Board President.

I understand that Homeward Bound Pets is an organization that is very involved with the community; therefore, I authorize Homeward Bound Pets to use any picture of me in its possession for public relations purposes. I ask that Homeward Bound Pets give me advance notice of any such use of my image; however, I am aware that such warning is not a stipulation to release photographs for public relations purposes.

Volunteer Signature

Date

Parent/Guardian Signature (if volunteer is under 18)

Date