



71 Industrial Park Drive  
P.O. Box 1015  
Waldorf MD 20604  
301.645.8181  
301.632.6905 (fax)

### **JUNIOR VOLUNTEER PROGRAM**

I, \_\_\_\_\_, agree to perform \_\_\_\_\_ hours of volunteer service  
(Printed Name)

for the Humane Society of Charles County beginning \_\_\_\_\_.

I also agree:

- To treat all shelter animals with respect and care.
- To sign up in advance for days I will volunteer.
- To show up on those days and times I sign up for. If I do not call or show up on two (2) different occasions, I will be removed from this program.
- To notify the Humane Society in advance if I can not make a scheduled workday.
- To ask permission before entering any cages or handling any animal.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### **PARENT PERMISSION FORM**

I, \_\_\_\_\_, agree to let my child listed above, participate in the  
(Parents Printed Name)

Humane Society of Charles County volunteer program. In doing so I agree:

- To help my child learn respect for and care of animals.
- To release the Humane Society of Charles County from liability for any injuries which may occur while my child is participating.
- That my child can work the hours and days volunteered.
- That I can and will provide transportation to and from the shelter.

Please list any medical/allergy problems that your child may have:

\_\_\_\_\_  
\_\_\_\_\_

My child does/does not (circle one) have permission to use the lawn mower and weed trimmer.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Phone

Please list an alternate emergency contact, in case we can not reach you:

\_\_\_\_\_  
Alternate Contact Name

\_\_\_\_\_  
Phone



## Junior Volunteer Shifts

### **NEVER HANDLE AN ANIMAL WITHOUT PERMISSION FROM A MANAGER!**

#### 8:00 a.m. – 11:00 a.m.

You must arrive promptly at 8:00 a.m. If you are late, you may be asked to reschedule. You will be placed either in the cat room or the dog run for morning cleaning. An employee will guide you thru the cleaning process. **Never begin cleaning with out an employee present.**

**DOGS:** You will be required to help scoop dog runs, hang blankets and towels, help dry all dog runs, empty drain traps, wash dishes, and other duties as assigned. During morning transfers, we ask that you leave the run area. You will be asked to fold laundry during this time.

**CATS:** You will be required to clean litter pans, wipe down cages, sweep, vacuum, wash dishes, and other duties as assigned. During morning transfers, we ask that you leave the room. You will be asked to fold laundry during this time.

We take a 15 minute break every morning.

#### 4:00 p.m. – 7:00 p.m.

You must arrive promptly at 4:00 p.m. If you are late, you may be asked to reschedule. An employee will guide you through the cleaning process. **Never go into surgery, cat quarantine, boarding or the Humane Education room without permission from an employee.**

You will be asked to wash dishes, fold laundry, sweep, change litter pans, scoop, empty trash, and other duties as assigned.

You will be able to take a 15 minute break when time allows.

#### 5:00 p.m. – 7:30 p.m.

You must arrive promptly at 5:00 p.m. If you are late, you may be asked to reschedule. During this shift, you will be helping an employee clean surgery cages as animals are discharged. An employee will guide through the cleaning process.

#### PetCo/PetSmart

You must arrive promptly at 11:00 a.m. at either PetCo, or PetSmart. An employee will always be with you during your shift. You will be asked to help take care of the animals while at the adoption event. This includes, but is not limited to, helping take dogs for walks, filling water bowls, etc. You will be working directly with the public, and will be required to have superb customer service skills.

Volunteers are not allowed in the Cat Quarantine area or the Dog Boarding area unless a Manager or the Volunteer Coordinator gives permission. Even with permission, a Volunteer is not allowed in either area with out an employee present.

**It is very important that you follow all cleaning instructions. Everything we do is to prevent disease from spreading.**

If you can not come in for your shift, please call at least one hour before you are due in. If you do not show for your scheduled shift, it will be considered a “NO SHOW”. Two no shows and you will be taken out of the program.

Cell Phones are for emergencies only! If you must bring your phone in with you, please give it to an employee to put in the “Cell Phone Basket.”

Please do not post anything regarding the shelter onto social media (Facebook, Twitter, MySpace etc.) unless you have prior approval from a Manager, or the Volunteer Coordinator.

At no time may you come in for a shift unscheduled, unless approved by a Manager or the Volunteer Coordinator. Do not bring friends/relatives with you to your shift.

Please remember to wear old clothing, as you may splash bleach on them. Please wear closed toe shoes. **NO FLIP FLOPS OR SANDALS!!**

Smoking by a minor is not allowed on the property, and you will be sent home if you are seen smoking.

Any misconduct towards any person or animal will result in your immediate dismissal from the program.

**AT NO TIME DURING YOUR SHIFT ARE YOU ALLOWED TO LEAVE THE SHELTER PROPERTY!**

Please read over the Volunteer Policies and Procedures located in your Junior Volunteer Folder. Become familiar with the rules. They are there to keep you and the animals safe. If at anytime you have any questions about our policies and procedures, please ask a Manager, or the Volunteer Coordinator.



**HUMANE SOCIETY  
OF CHARLES COUNTY**

**VOLUNTEER AGREEMENT**

In consideration of this opportunity to volunteer with the Humane Society of Charles County (HSCC), I agree to the following terms and conditions, intending to be legally bound by them.

- 1. I will abide by the mission, rules, regulations, policies and programs of the HSCC while I am a volunteer, as well as all local, state and Federal laws and regulations.

\_\_\_\_\_  
Initial

- 2. If I stop being a volunteer for the HSCC for any reason, or upon the HSCC request at any time, I will promptly return all of the HSCC supplies, equipment, records, monies, and other items in their original condition, allowing for normal wear.

\_\_\_\_\_  
Initial

- 3. I understand that I am working with, socializing, and/or transporting animals owned and maintained by the HSCC at my own risk, and while every foreseeable precaution has been taken to insure my safety, I will not hold the agents, employees, successors, assigns or representatives of the HSCC responsible or liable for accident, injury, property damage or loss which might occur.

\_\_\_\_\_  
Initial

- 4. I assume the risks of being bitten, scratched, injured, or frightened by cats, kittens, dogs, puppies and all other animals in connection with my volunteer work for the HSCC. HSCC is not liable to me for any injuries, damages, liabilities, losses, judgments, costs or expenses whatsoever, which I might suffer or sustain in connection with the performance of my volunteer activities for the HSCC, unless they are the result of the HSCC gross negligence or intentional misconduct. I will indemnify, defend and hold the HSCC harmless from and against any claims, lawsuits, injuries, damages, losses, costs or expenses whatsoever, sustained by any companion animal or any person or property in connection with my intentional misconduct or grossly negligent performance of volunteer activities for the HSCC, or my breach of HSCC rules, regulations, policies and programs.

\_\_\_\_\_  
Initial

- 5. I understand that animals can be unpredictable in their behavior, as well as carry unknown diseases, which may or may not be communicable to humans. I understand and agree to work with or around these animals and will not hold HSCC responsible for any illness or contaminant if contracted.

\_\_\_\_\_  
Initial

- 6. I understand and agree that the HSCC may refuse volunteer applications for any reason.

\_\_\_\_\_  
Initial

**\* I have read (or had read to me) this Volunteer Application, and have accurately and truthfully completed it, and agree to be bound by its terms.**

\_\_\_\_\_  
**Signature**

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





**HUMANE SOCIETY  
OF CHARLES COUNTY**

7. If I will be sheltering or providing foster care or boarding any of HSCC animals in my home or business, I consent to the HSCC visiting my home or business from time to time to observe the animals and their living quarters, with or without prior notice.

\_\_\_\_\_  
Initial

8. I also grant to the HSCC, its representatives and employees the right to take photographs of me. I authorize the HSCC, its assigns and transferees to copyright use and publish the same in print and/or electronically for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content.

9. I am over the age of 18 and, if I am not, my parent/legal guardian has agreed to my volunteer service and has signed below indicating such agreement. In the case of a minor, parent or guardian agrees this agreement is binding.

10. I certify that I have never been convicted of any crime nor committed an act involving animal cruelty, neglect or abandonment.

11. Any modification to this Agreement must be in writing signed by both parties. This agreement is binding upon the HSCC, me, and our respective heirs, successors, assigns, executors, and personal representatives.

I have read (or had read to me) this Volunteer Application, and have accurately and truthfully completed it, and agree to be bound by its terms.

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

**APPLICANT**

**HSCC REPRESENTATIVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of parent or guardian  
(If under age 18)

\_\_\_\_\_  
Title

# **The Humane Society of Charles County**

## **VOLUNTEER POLICIES AND PROCEDURES**

### **ACCIDENT PREVENTION**

To avoid injuries, please follow all written and staff instructions concerning the handling of animals, chemicals, and equipment. For your safety, please do not handle animals or enter cages without express permission from the staff.

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### **ADOPTIONS**

Volunteers may adopt animals by following the same procedures in place for the general public.

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### **ATTIRE**

Please dress appropriately for the weather – some of your duties may involve outside work. For your safety and comfort, please wear long pants and closed toe, rubber-soled shoes when working at HSCC. Exceptions may be made for workers who have no animal handling, cleaning, or maintenance duties. Do not wear clothing with offensive slogans or images. You will be working with or near animals, bleach, and other cleaning chemicals, so be aware that your clothing may be soiled during the course of your work.

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### **CONDUCT**

The Humane Society is here to serve both animals and people. Please treat all people you interact with during the course of your volunteer work, including staff and fellow volunteers, in a courteous and respectful manner. If you are unsure of how to resolve conflicts between yourself and other volunteers, staff members, or the general public, please contact the Volunteer Coordinator or the Manager on duty.

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### **DISEASE PREVENTION**

Disease in a shelter environment costs time, money, and lives. It is imperative that you follow all disease prevention procedures while volunteering at the Humane Society. Frequent, thorough hand washing is the single most important means of disease prevention for you and for the animals.

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### **DRUG-FREE WORKPLACE**

Under no circumstances should you volunteer at the Humane Society while under the influence of alcohol or drugs.

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### **MEDIA**

Please direct all media inquiries to the Shelter Manager unless you have received permission to speak on behalf of the Humane Society.

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### **PERSONAL PROPERTY**

Space is limited, so please leave non-essential personal property in your vehicle. HSCC is not responsible for lost or stolen property.

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### **GUESTS**

Please do not bring guests or children to your volunteer shifts without prior permission from shelter management. If your family or friends are

interested in volunteering at the Humane Society, please direct their inquiries to the Volunteer Coordinator.

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**PARKING** When the Humane Society is open, please park in the upper lot. If the upper lot is full, please park on the street. If the Humane Society is closed, you may park in any available parking space.

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**PRIVACY** During the course of your volunteer work, you may be expected to handle files or other information concerning individuals surrendering or adopting animals, animal control investigations, and Humane Society staff and volunteers. Under no circumstances should you divulge this information to others or use it for any purposes outside the scope of your volunteer duties

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**SMOKING** Smoking is not allowed inside Humane Society buildings or vehicles. If you must smoke, please smoke outside and make use of appropriate waste containers.

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**TELEPHONE CALLS** Please do not make non-emergency personal calls from Humane Society telephones. Please inform your family and friends that you will not be available for non-emergency calls while volunteering. Mobile phones should be turned off or placed on a silent ring mode.

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**TIME AND ATTENDANCE** When you agree to work a particular shift, it is important that you arrive on time. Please notify staff of any schedule changes as soon as possible by calling 301-645-8181.

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**UNAUTHORIZED AREAS** Do not enter the quarantine area, surgery area, or the overnight drop-off cages without express permission of staff. You will have access to other areas of the shelter that are not normally open to the public. Please do not take other members of the public to these areas without express permission from the staff.

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**PUBLIC INTERACTION** Please refer questions regarding adoptions and other Humane Society policies to a staff member.

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**VIOLENCE in the WORKPLACE** Violence directed toward any human or animal is expressly prohibited and grounds for immediate dismissal.

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**DISMISSAL** Dismissal from the volunteer program may come as a result of violation of these policies and procedures.

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