

# SHIRE HAVEN VOLUNTEER INFORMATION

PLEASE KEEP THIS DOCUMENT FOR YOUR RECCORDS AND REFERENCE AS NEEDED

Welcome and THANK YOU for volunteering with The Shire! We hope your volunteering experience will be rewarding, educational, exciting, and fun. You can have a HUGE impact on the lives of homeless animals. They happy wagging tails from our dogs are sure to touch your heart and bring you back for more. Because of volunteers like you, our dogs are provided with the highest level of care as they make the journey toward finding their forever homes. Thank you again for your time and commitment.

## **Abbreviated summary of the Waiver you signed:**

As a volunteer, I understand that:

- I should wear closed towed / non-slide shoes and should not wear dangling jewelry.
- My clothes and shoes may become dirty or damaged while volunteering.
- All donations to The Shire Haven are the property of The Shire Haven.
- Volunteers do not receive any compensation.
- Volunteering at The Shire Haven building and/or working with the animals may lead to injury or illness, and I assume all liability and risk associated with volunteering.
- I should be up to date on my Tetanus shot, just to be safe.

## **Abbreviated summary of the Code of Conduct you signed:**

As a volunteer, I am expected to:

- Attend training classes when requested.
- Conduct myself in a professional manner when involved in The Shire Haven activities.
- Perform my tasks under the guidelines established within the job description for that task.
- Report any abusive behavior to Shire Haven management.
- Adhere to all established policies and procedures.
- Always wear a volunteer badge or Shire Haven attire when working with or on behalf of The Shire Haven.

As a volunteer, I understand and agree that:

- I am providing my services in a volunteer capacity without any expectations of salary or benefits.
- Using or being under the influence of alcohol or drugs is prohibited while volunteering.
- Verbal or physical abuse to shelter volunteers or staff will not be tolerated.
- My volunteer involvement may be terminated if I do not meet my commitment in an appropriate manner, or otherwise fail to adhere to the guidelines outlined in this form.

As a volunteer working with dogs, I am expected to:

- Treat the animals with respect and kindness.
- Report animal injuries, illness, or behavior concerns to a staff member.
- Never handle an animal that makes me feel afraid or uncomfortable.
- Follow all posted instructions in animal care areas.