

City of Cabot

CABOT



**ANIMAL
SHELTER**

VOLUNTEER HANDBOOK

Revised September 12, 2016

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Dear Volunteer,

On behalf of the City of Cabot and the Animal Services Department, I want to welcome you to the Cabot Animal Shelter Volunteer Program. We are pleased that you desire to give your time and efforts to assist us with our customers and in caring for the animals in our facility.

The task of helping animals is not always an easy one, but it can be a very rewarding experience. You may be motivated to seek volunteer opportunities with us for a variety of reasons: your love of animals, desire to serve your community, desire to develop your personal skills, or other reasons. Whatever prompted you to consider giving your time to the Cabot Animal Shelter and the animals we serve, will hopefully develop into a long term relationship as we partner to make a difference within our community.

It is our hope that through the Cabot Animal Shelter Volunteer Program we will enhance our ability to promote animal awareness within the community while promoting responsible pet ownership, care, and safety through public education.

While there will be some details to work through, such as completing volunteer application, purchasing volunteer shirt (\$10), and accepting some hands on training before you start performing tasks for us, we are excited that you have an interest in working with us. Remember the staff is here to help you as you begin your volunteer work. Please don't hesitate to ask for assistance, as you learn and grow with us.

Welcome!

Mike Wheeler

Mike Wheeler
Animal Services Director

INTRODUCTION

Welcome to the Cabot Animal Shelter Volunteer Program. We are excited and pleased to have you join our team. This handbook is an informational tool to help you learn about us and also to serve as a guide as you begin your volunteer work with us.

Feel free to ask questions. We believe all questions are important, so please don't hesitate to ask.

MISSION STATEMENT

The City of Cabot Animal Shelter makes our community a better place for people and animals by:

- 🐾 Enforcement of animal related ordinances.
- 🐾 Identifying and licensing as many pets as possible.
- 🐾 Educating the public regarding responsible pet ownership.
- 🐾 Sheltering stray and unwanted animals by providing food, water, shelter, and care.
- 🐾 Providing an adoption program to place animals in caring and responsible homes.
- 🐾 Reducing animal overpopulation.
- 🐾 Serving as an advocate for animals, promoting humane standards, and preventing cruelty.

PURPOSE

The purpose of the Cabot Animal Shelter Volunteer program is to promote animal awareness within the community while promoting responsible pet ownership, care, and safety through public education. The program helps teach quality care for the animals by allowing interaction between the volunteer and animals. The program also provides assistance to Animal Services personnel.

HISTORY

This facility was built in 2006 and consists of twenty (20) inside/outside kennels, twelve (12) puppy kennels, three (3) free roaming cat rooms, eight (8) Medical treatment kennels, twenty-three (23) surgery recovery kennels, laundry room, and food prep/kitchen. We also have an exam room and a surgical suite where we host low cost spay and neuter surgeries four (4) times a month. We are an open admissions shelter for the city limits of Cabot. Currently we do not accept animals from other areas of the county. Our facility contains an outdoor courtyard and indoor “meet and greet” room where the public can interact and socialize with the animals they are considering adopting.

SHELTER HOURS OF OPERATION

Sunday	Closed
Monday	Noon-6pm
Tuesday	Noon-6pm
Wednesday	Noon-6pm
Thursday	Noon-6pm
Friday	Noon-6pm
Saturday	Open the last Saturday of every month 11am-3pm (As long as it does not conflict with a holiday)
Saturday	Mobile Adoption Event one Saturday a month
Volunteer times	Monday thru Friday 8am-6pm Weekends 8am – 3pm Adoption Events at shelter 8am- 3pm Mobile Adoption Events – Times & Locations Vary

CONTACT INFORMATION

The Cabot Animal Shelter location:	2951 South First Street
The Cabot Animal Shelter phone number:	(501) 843-2021
Cabot Animal Shelter website:	www.cabotar.gov
For after hour animal emergencies:	(501) 843-2021

STAFF INFORMATION

Mike Wheeler
Animal Services Director

Ginny Hightower
Animal Services Officer

Robert Gibson
Animal Services Officer

Rachel Kelley
Shelter Technician

Brittney Mahoney
Kennel Technician

Lauren Lindsey
Kennel Technician

Brandy Buie
Volunteer Rescue Coordinator

WHAT WE DO!

Each animal that comes to us must be kept a mandatory five (5) business days in hopes the owners will come to claim the animal. After the holding period each animal is put up for adoption. If the animal is not adopted, we attempt to place it in a rescue. If all attempts to place the animal fail it will be held until either space becomes too limited or the animal's health

fails. Please keep in mind we are talking about a process that can take a few months not a few days.

VOLUNTEER INFORMATION

DEFINITION OF VOLUNTEER

Webster: A person who performs or offers to perform a service of his/her own free will.

A volunteer is an individual sixteen (16) years of age or older, who without compensation or expectation of compensation, performs a task at the direction of or on behalf of the Cabot Animal Shelter. A volunteer must be officially accepted by the Cabot Animal Shelter prior to performing any volunteer duties. We also accept volunteers six (6) years of age to fifteen (15) years of age to volunteer, accompanied by an adult volunteer who is their parent or legal guardian.

HOW TO BECOME A VOLUNTEER

Persons interested in volunteering for the Cabot Animal Shelter should contact Animal Services personnel to obtain an application.

1. The applicant will be given a Volunteer Handbook to read and study.
2. All volunteers shall be required to read, sign, and submit the appropriate Information forms, waivers of liability and release forms before starting service at the Cabot Animal Shelter.
3. All Volunteers shall be required to purchase a volunteer shirt (\$10) to uphold the professional image of the Cabot Animal Shelter.
4. Once these steps are completed, the Volunteer Coordinator or Senior Volunteer will work with the volunteer to schedule work times and duties.
5. All volunteers must average volunteer hours of six (6) hours a month over a six (6) months period (36 hours over 6 months) to stay in the volunteer program.

VOLUNTEER DUTIES

Cabot Animal Shelter volunteers will help provide assistance to the Animal Services personnel with daily operations and with special events.

All Volunteers will be required to start their volunteer career at the Cabot Animal Shelter handling the most basic care of the animals. This care involves cleaning of kennels, picking up feces, feeding, and watering.

These Duties include:

- 🐾 Cleaning the animal's cages and/or kennels.
- 🐾 Clean and organizing food storage area.
- 🐾 Window cleaning – inside kennels, cat room, hallways and lobby.
- 🐾 Sweeping/cleaning cat room, hallways and lobby floors.

Each volunteer is required to complete 15 hours of volunteering in this capacity prior to performing other duties.

Other duties may include:

- 🐾 Feeding, walking, socializing, bathing and grooming the animals.
- 🐾 Assisting citizens with information on animals ready for adoption.
- 🐾 Assisting with special events.
- 🐾 Working at and assisting with off-site events.
- 🐾 Various other duties designated by Animal Services Personnel

VOLUNTEER OPPORTUNITIES

The following volunteer opportunities exist at the Cabot Animal Shelter:

Administrative Support: Provides assistance to the Cabot Animal Shelter staff with office operations such as: assisting the public with information about adoptable animals and other office work as needed.

Animal Attendant: Provides assistance with feeding, watering, cleaning and maintaining the kennels and cages for the comfort of all animals housed in the shelter.

Grooming: Bathes, brushes, trims and maintains the overall appearance of the animals when ready for adoption. Grooming may include the use of scissors, clippers, brushes, combs, shampoo, flea and tick dip and other electrical or mechanical devices.

Special Events: Assists with a variety of special events including Cabot Fest and fund raising events.

These opportunities exist to those volunteers willing to spend a great deal of time and effort volunteering.

GUIDELINES FOR VOLUNTEERS

Public Information

Any information produced for the purpose of distribution to the general public **MUST** be reviewed and approved by the Cabot Animal Shelter prior to being distributed. Also, any information possibly overheard about a case or individual should **NEVER** be repeated.

Handling of Animals

Dogs: All dogs, when removed from a kennel, will have a slip leash attached around their neck. Be sure the leash is firmly around the neck before leading the dog. Once the dog has entered the 'meet and greet' room the leash may be removed. Once the dog has entered the outdoor courtyard and provided it is the only dog in the courtyard, the leash may be removed. If a second dog enters the courtyard, both dogs should be leashed, unless directed otherwise by a staff member. Animals that are on hold and not ready for adoption should not be handled by a volunteer, unless directed by Cabot Animal Shelter staff. Volunteers should only enter areas containing animals that are up for adoption, i.e. dog/puppy kennels or cat rooms unless directed by Animal Services Staff.

Cats: All cats should be picked up with caution by grasping the back of the neck and the hind legs supporting the body, also called "scruffing," when moving from one room to another. Cats available for adoption may be removed from the cage and placed on the floor provided the door to the room is close. Only one (1) cat at a time will be allowed out of the cage.

Injured Animals: Volunteers should not handle injured animals. If a volunteer notices an injured animal, they should immediately notify an Animal Services staff member.

Restricted Areas: The public is not allowed inside any controlled access area (i.e. Medical area, intake area, surgical suite).

DISEASE AND PREVENTION

If a shelter animal shows any of the following symptoms, immediately notify one the staff members.

1. Diarrhea
2. Vomiting
3. Ocular (eye) discharge
4. Nasal discharge
5. Sneezing or coughing
6. Loss of appetite
7. Lethargy
8. Dehydration
9. Abnormal gait or muscle control
10. Excessive salivation

Steps we take for disease prevention

1. Vaccination
2. Proper sanitation
3. Isolation of infected animals
4. Minimization of overcrowding
5. Proper ventilation and fresh air
6. Elimination of internal and external parasites.

Hand sanitation is a must before entering/departing any animal area.

SHELTER MAINTANENCE

Sanitation/Disease Control: Proper and timely application of chemical disinfectants is essential for sanitation and disease control and should be done on a daily basis. Great care should be used when handling these chemicals. Gloves should be worn at all times while using these chemicals. Any volunteer wishing to utilize the cleaning chemicals must first receive specific training.

Animal Feed: All animal food is to be placed in the proper containers. The empty bags/boxes should be removed and placed in the dumpster as soon as possible. The food containers are to be kept sealed tight at all times to avoid spoilage and contamination.

Deceased Animals: Volunteers should not handle deceased animals. If you should happen to observe a deceased animal, however unlikely this will be, you should notify an Animal Services staff member immediately.

LAWS

It is against city ordinance to own, possess, house or harbor a bull breed or mix inside the city limits. Bull breeds comprise a very small number of the animals that come through the doors at the Cabot Animal Shelter. Under Cabot City Ordinance Bully Breeds include – The Staffordshire, American Staffordshire, the American Pitt Bull, the Bull Terrier, or any mix of the above. Bully breeds are friendly with people and make good pets when in the hands of educated and experienced owners. No Bull Breed dog is allowed in the City of Cabot unless registered during the registration period that ended in 2007. If a Bull breed is in the shelter there is a 50% chance it will not leave the shelter. We do not adopt out, however; with a change that was made to the current city ordinance we may now send them to a suitable rescue outside the city limits. DO NOT ask if there is anything we can do, do not ask if we can send it to rescue, do not ask if you can take it home. We have been down that road before. Just know that is up to the owner if the dog leaves the shelter, employees do not need the added guilt.

Every dog and cat within the city limits of Cabot must have a current rabies vaccination given by the Vet of the owners' choice and a current city license which can be purchased at the Shelter. Each city license must be renewed yearly on the anniversary of the rabies vaccination.

OFF-SITE EVENTS

Volunteers will have the opportunity to assist with and work at various off-site events. All off-site adoption activities will be conducted at City of Cabot sponsored events, with Animal Services being represented by Animal Service Volunteers (an example of these events is Cabot Fest).

Volunteers working at off-site events will be expected to know how to answer commonly asked questions regarding the animals being shown at the event, other animals that are up for adoption at the Cabot Animal Shelter, and general questions surrounding the adoption process. Conduct yourself in a professional and courteous manner with all customers. The main objectives are to showcase the animals currently available for adoption, to answer the customer's questions, and to promote a positive image of the Cabot Animal Services Department.

VOLUNTEER SCHEDULING AND RECORDING OF SERVICE HOURS

At adoption fair events all volunteers will be asked to work a scheduled shift according to how many volunteers are active. The scheduling will be done by the Volunteer Coordinator.

Volunteers will be responsible for scheduling their time and showing up for work at that time. If the volunteer is unable to come on the day(s) scheduled, it will be their responsibility to contact the volunteer coordinator.

A volunteer service record log will be kept at the shelter and every volunteer will be responsible to record the date worked, time in and out, and the total hours worked.

PERSONAL APPEARANCE AND HYGIENE

Volunteers are expected to maintain their appearance and grooming while at the Cabot Animal Shelter or at any event. Volunteers will be dressed and groomed in a manner that is clean, neat, and professional. Volunteer clothing should not be a health or safety hazard or insulting to others. Volunteer identification (purchased volunteer shirt (\$10)) will be worn at all times, while on duty. Proper dress is a necessity for public contact as it reflects on the person and the Cabot Animal Shelter. Clothing, which in the opinion of the Cabot Animal Shelter staff, would be deemed inappropriate, offensive, or a safety hazard will not be allowed. Any open shoes, such as flip-flops, sandals or bare feet are prohibited. We suggest you wear comfortable clothing and non-skid rubber-soled shoes. Volunteers should wear jeans or long pants to avoid injury from scratches or other items. Puppies are going to jump, kittens are going to scratch and adult dogs that have had no training (majority do not) are going to pull on the leash and jump up for attention. Please abide by this rule, if only for the pets well-being. Ladies no revealing clothing or dangling jewelry as it is likely to become snagged and can be a hazard (may also be damaged or broken). NO WEAPONS OF ANY SORT such as knives, guns, brass knuckles, etc. Smoking is not allowed in any portion of the building.

SAFETY PROCEDURES

In an attempt to minimize accidents and injuries the need exists for recognizing and following good safety principles. To accomplish this, the Cabot Animals Shelter management will provide all reasonable safeguards to ensure safe working conditions. No job is so important and no task is so urgent that we cannot take time to perform the task or work safely. The cooperation of the volunteers and Animal Services staff in the observance of this policy will hopefully provide safe working conditions and accident free performance.

- Each volunteer is responsible for immediately reporting the presence of any hazard or unsafe condition to the Animal Services Supervisor or other staff member in the absence of the supervisor.
- The Animal Shelter will provide safety equipment for all aspects of the job. Before any equipment is used by the volunteer, they will be fully trained in its use. No volunteer will be asked to use equipment for which they have not received training.
- This document cannot anticipate all areas of potential injury or threat to safety and therefore it is expected that the volunteer will use good judgment and common sense when involved in Animal Shelter activities.
- Any accidents or injuries, no matter how slight, must be reported immediately to the Animal Services Director or other staff member in the absence of the supervisor and a report must be filed.
- Under no circumstances shall a volunteer be requested to handle or be exposed to any wild or dangerous animal which may come into the custody of the Cabot Animal Control.
- Under **NO** circumstances shall a volunteer break up a dog fight. If a volunteer happens to see dogs fighting, notify an Animal Services staff member immediately.

INFORMATION REGARDING EUTHANASIA

Why is it necessary?

Euthanasia is probably the most difficult subject to understand at the shelter. Most people would rather not even think about it when considering working at the shelter. Yet it is a very real part of working at a shelter, and therefore, something we want to face up front. There are countless numbers of dogs and cats breeding indiscriminately in our community, and there are just not enough homes for all of the unwanted animals. As a result, too many animals are just left to starve to death, or die after being hit by a car, poisoned, or attacked by a predator.

Animals brought into the shelter are cared for in the most humane manner possible, with food, shelter, and most importantly many people to give them the care and attention they need. In many cases the time spent at the shelter is the best time of their lives. Some of these animals have never known a loving voice or caressing hand. They come in shaking from fear and cower in a corner. Usually by day 2 -3 they are looking for that gentle hand that has been touching them for the past couple of days and then the tail will begin to wag. To help you further understand the concept of euthanasia, we have compiled some common questions and answers about euthanasia.

What does the term 'euthanasia' mean? "A good death."

Why do you have to euthanize animals?

Every year in the US, animal shelters euthanized 13-15 million animals. The main problem is animal overpopulation as there are simply too many animals and not enough homes available. This is the reason that Cabot Animal Shelter strongly urges animal owners to have their pets spayed or neutered. We require any animal adopted from us to be sterilized. It is the law in Arkansas that all animals adopted from shelter be sterilized. Of course there are other reasons for euthanasia such as being: sick, very old, severely injured or aggressive, just to name a few.

What are some common reasons for surrendering animals to Cabot Animal Shelter?

He won't listen to me.

I can't housebreak him.

I'm moving.

My landlord said no pets.

I have too many animals.

My spouse is allergic to it.

He tears up the house.

I just got a new carpet.

I don't have any time for the animal.

He doesn't get along with other animals.

The kids won't take care of him.

She has fleas.

I can't afford to take care of him.

We got a divorce.

He barks all the time.

I just got new furniture.

She gets hair all over.
He is too big.

Just don't want him anymore.
Can I exchange him for a smaller dog?!!

Who decides which animals are to be euthanized?

The final decision to euthanize is made by the Animal Services Director. The age, health, temperament and available shelter space are all major considerations. At no time will you as a volunteer ever be involved in any of the euthanasia process.

How are animals euthanized?

Euthanasia is done by injection. First one of the staff members administers a sedative. The pain to the animal is minimal (like a vaccination injection) and they feel a slight pin prick and falls into a deep sleep (the same injections that you are given to sedate prior to surgery). The lethal injection is then administered and death occurs in seconds.

Doesn't it bother the staff to have to euthanize so many animals?

Anyone who works in an animal shelter is a special kind of person. They are the type of person who loves animals and are usually owners of several pets themselves. This, of course, makes it all the more difficult to euthanize any animal, especially healthy, pet quality animals. Shelter workers at Cabot Animal Shelter (and all over) are torn by the conflicting emotions of knowing they are doing the only thing possible to correct pet overpopulation problems which they did nothing to create, and at the same time suffering from the pain and even guilt about what they know must be done. Added to this is the extra pain caused by friends, relatives, and even total strangers who seem to look down on them as some kind of heartless monster who must somehow enjoy it or else why would they do it. Sometimes this attitude is subtle and sometimes it is blunt. These attitudes add to the difficulty of coping with emotional side of euthanasia.

As a volunteer it is important to consider these facts when dealing with shelter personnel. Please do not add to the difficulty by telling the staff, *"Make sure you don't put this one down! He is so cute!"* or asking, *"Why didn't Fifi make it?"* Careless (though well intentioned) comments such as these could cause added pain to a staff member (especially one who is carrying out someone else's orders!)

What if I can't deal with all of the animals that need to be euthanized?

At Cabot Animal Shelter, we make every effort to keep volunteers from being aware of the euthanasia process. It is never done in the public areas of the shelter and you, as a volunteer, will not be exposed to anything involving euthanasia. If, at any time, you feel uncomfortable or have any questions, please feel free to ask for a consultation with a senior staff member or the Director.

APPENDIX

FORMS

Volunteer application: This form must be completed and returned to the Animal Services staff. All lines need to be completed and signed by the volunteer. If over eighteen (18) years of age.

Volunteer application: This form must be completed and returned to the Animal Services staff. All lines need to be completed and signed by the volunteer and their parent or legal guardian if under eighteen (18) years of age.

Waiver of liability: This form must be completed, signed by parent or legal guardian.

**Volunteer Application
City of Cabot Animal Shelter**

Name:		Date:
Parents name if Minor:		
Date of birth:		
Home Address:		
City:	State:	Zip:
Mailing Address (<i>if different</i>):		
City:	State:	Zip:
Email:		
Primary Phone:		Secondary Phone:
Best time to contact you:		
Name of Emergency Contact:		Phone:
Languages, other than English, in which you are fluent:		

Why do you want to volunteer with the Cabot Animal Shelter?

How did you learn about our program?

Please describe your experience with dogs, cats, or other animals.

Do you have any training or education that might help you when volunteering here?

Do you have past volunteer experience? ___ Yes ___ No Where? _____

Are you willing to commit to a minimum of six (6) hours of service per month for six (6) months? ___ Yes ___ No

All volunteers are required to dress professionally in a volunteer shirt **(\$10)** each and every time you volunteer for the Cabot Animal Shelter? Do you agree to this. ___ Yes ___ No

Do you have any physical or psychological limitations or disabilities (i.e. heart condition, mental illness, allergies, back injuries, epilepsy, etc)? If yes, please explain:

(Failure to disclose any limitations prior to acceptance will result in dismissal from the volunteer program)

Relevant Skills or Training (check all that you would like to share with us):

- | | | |
|--|---|--|
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Writing/Editing |
| <input type="checkbox"/> TV/Radio/Video Production | <input type="checkbox"/> Website Design | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Grooming | <input type="checkbox"/> Training | <input type="checkbox"/> Other _____ |

Statement of Agreement:

Please read each statement, check the box, and indicate agreement by your signature below.

- I agree not to consume, use, possess or be under the influence of any drug or alcohol products while volunteering for the City of Cabot Animal Shelter
- I understand and accept that any conduct or pattern of conduct that would tend to disrupt, diminish or otherwise jeopardize public trust in the City of Cabot Animal Shelter will result in a dismissal.
- I understand and accept that my volunteer assignment with the City of Cabot Animal Shelter may be terminated at any time.
- I understand and accept the dress code while volunteering at the Cabot Animal Shelter.
- I have NOT been convicted and/or place on probation for any criminal offense. If you have been convicted and/or place on probation, please list date and nature of the offense: _____

Signature:	Date:
Full Name (please print):	

**CITY OF CABOT ANIMAL SHELTER
VOLUNTEER PROGRAM
AGREEMENT OF WAIVER OF LIABILITY**

I, _____, being eighteen years of age or older, hereby agree to accept a position as a volunteer worker of the City of Cabot Animal Shelter, and in doing so, agree to comply with all the rules and regulations established by the City of Cabot, and I understand that failure to do so may result in my immediate termination as a volunteer. As a volunteer, I agree to do my best to represent the City of Cabot Animal Shelter to the public in an accurate and professional manner.

I have agreed to accept such appointment to subject to receiving the training provided in the program and understand that my participation is purely voluntary, without compensation; participation may be withdrawn or denied for any reason whatsoever and without cause.

I recognize that in handling animals and performing other volunteer tasks, there exist a risk of injury including physical harm caused by the animals. On behalf of myself, my heirs, personal representatives, and executors, I hereby release, discharge, indemnify and hold harmless the City of Cabot, its agents, servants, and employees from any and all claims, causes of actions, or demands, of any nature of cause, including costs and attorney fees incurred by the City of Cabot in connection with the same, based on damages or injuries which may incurred or sustained by me in any way connected with my services for the City of Cabot, including but not limited to animal bites, accidents, or injuries.

I understand that public relations are an important part of volunteering at the City of Cabot Animal Shelter. On behalf of myself, my heirs, personal representatives, and executors, I hereby allow the City of Cabot Animal Shelter to use any photographs taken of me for use in public relation efforts.

I understand that all information I may see or overhear about a case or an individual is private. I understand that if I share any of the information I may receive, will be immediate termination as a volunteer and charges may be pressed against me.

I understand that I am responsible for everything I have read in the Volunteer Handbook.

Signature of Volunteer

Date

**CITY OF CABOT ANIMAL SHELTER
VOLUNTEER PROGRAM
AGREEMENT OF WAIVER OF LIABILITY
APPLICANTS UNDER 18 YEARS OF AGE**

(This form must be completed by the parent or legal guardian for anyone under 18 years of age. For youth under 16 years of age this form must be completed by the parent or legal guardian that will be accompanying the volunteer.)

I, _____, give my permission for my child, _____ who is under eighteen (18) years of age, to participate in the City of Cabot Animal Shelter Volunteer Program. As legal guardian, in consideration of accepting a position for my child as a volunteer in the program, I do covenant with the City that I will never at any future time sue the City for or on account of any claim for damages arising out of my child's participation in the volunteer program for the City of Cabot Animal Shelter as hereinafter set forth below.

I recognize that in handling animals and performing other volunteer tasks, there exists a risk of injury including physical harm caused by the animals. On behalf of myself, my heirs, personal representatives, and executors, I hereby release, discharge, indemnify and hold harmless the City of Cabot, its agents, servants, and employees from any and all claims, causes of actions, or demands, of any nature of cause, including costs and attorney fees incurred by the City of Cabot in connection with the same, based on damages or injuries which may be incurred or sustained by me in any way connected with my services for the City of Cabot, including but not limited to animal bites, accidents, or injuries.

I further attest that I am the parent or legal guardian of the above mentioned minor child, and that I have legal right to enter into the Agreement of Waiver of Liability.

I understand that all information I may see or overhear about a case or an individual is private. I understand that if I share any of the information I may receive, will be immediate termination as a volunteer and charges may be pressed against me.

I understand that I am responsible for everything I have read in the Volunteer Handbook.

Signature of Parent/Legal Guardian

Date

Signature of Volunteer

Date