

Yadkin County Animal Shelter

PO Box 220
Yadkinville, NC 27055

Volunteer Application

Date: _____

Personal Information

Name: _____

Address: _____

Phone: _____

Email: _____

Date of Birth: ____/____/____

Employer/School: _____ Phone number: _____

[] Ok to contact you here

Are you volunteering as a requirement? If so, for what and how many hours are you required to complete?

Do you have any prior criminal history? Yes _____ No _____

(Note: All volunteers 18 and older are required to complete a background check form and a drug screen. Persons with a felony conviction may not be permitted to volunteer.)

How did you learn about Yadkin County Animal Shelter? _____

Please indicate days and times you are available to volunteer:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please indicate the volunteer opportunities you are interested in:

<input type="checkbox"/> Dog Walking	<input type="checkbox"/> Festivals & Events	<input type="checkbox"/> Assisting with kennel cleaning / Animal Care (dogs)	<input type="checkbox"/> Grooming	<input type="checkbox"/> Foster Cats
<input type="checkbox"/> Cat Socializing	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Assisting with kennel cleaning / Animal Care (cats)	<input type="checkbox"/> Rabies Clinics	<input type="checkbox"/> Foster Dogs
<input type="checkbox"/> Transporting pets	<input type="checkbox"/> Photography	<input type="checkbox"/> Obedience	<input type="checkbox"/> Laundry	<input type="checkbox"/> Grooming
<input type="checkbox"/> Painting	<input type="checkbox"/> Other: _____			

Signature _____ Date _____

Parent/Guardian Signature (required if under 18) _____

FOR Shelter STAFF: Orientation _____	Background <input checked="" type="checkbox"/> _____	Drug Screen _____	Paperwork _____
Training: Kennels _____	Dog Walking _____	Office _____	Other: _____

**Yadkin County Animal Shelter
Liability Release and Acknowledgement
And Assumption of Risk Statement for Volunteers**

I _____, a volunteer performing services for the Yadkin County Animal Shelter (YCAS) and/or providing care for YCAS owned animals, hold the County of Yadkin harmless from any and all damages or personal injuries I may receive as a result of my work or other participation in the YCAS's volunteer program.

I acknowledge by signing this form that I could experience an exposure to animal bites and/or disease or other injury. I acknowledge and assume responsibility for all expenses associated with any and all medical care and/or treatment in the event such an exposure or other injury occurs. I further authorize the YCAS to provide consent for medical treatment on my behalf if I am unable to do so.

If I am volunteering as a foster home, I fully understand that in my participation as a volunteer foster home, my family and/ or guests in my home may come into contact with animals in my care, and that it is possible that they may be bitten, scratched and/or otherwise injured. I also recognize that having animals in my home as fosters may result in damage to my home and/or personal property. I acknowledge and assume responsibility for all expenses and liability associated with any damage that may be caused by a YCAS owned pet that I am fostering.

In my role as volunteer/foster I may be required to transport an animal or animal(s) to or from appointments, events, etc. I will ensure that the animal(s) in my care are properly secured in my vehicle whether in a carrier, a crate or leashed. I understand that I am solely responsible for my vehicle and its contents during the time I am transporting animals.

I do hereby further acknowledge that I am volunteering my services to the YCAS of my own free will and that I agree for myself, my heirs, executors, and assigns to waive and release any legal rights that I may have to seek damages of any nature as against the YCAS and the County of Yadkin, its elected and appointed officers, its employees, or its agents for any bodily injury or death as a result of my work at or participation in programs at YCAS or in any other way arising out of my work or other participation in this program.

The waiver and release is deemed to apply to all medical problems, injuries and/or damage to property from all causes and including all payments or legal remedies I might be entitled to against the Yadkin County Animal Shelter and the County of Yadkin, its elected and appointed officials, its employees and agents.

I have read and fully understand the foregoing, and I do hereby, of my own free will, execute the Liability Release and Acknowledgement and Assumption of Risk Statement.

This the _____ day of _____, 20_____.

Signature _____

Parent/Guardian Signature (required if under 18) _____

Witness (YCAS employee) _____



YADKIN COUNTY VIDEO SURVEILLANCE CONSENT FORM

I understand that in order to promote the safety of employees and company visitors, as well as the security of its facilities, Yadkin County may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, and that video cameras will be positioned in appropriate places within and around Yadkin County buildings and used in order to help promote the safety and security of people and property. I hereby give my consent to such video surveillance—including audio properties—at any time Yadkin County may choose.

As a matter of policy, electronic monitoring and other technologies can and should be considered as a tool to insure the health and safety of the people we serve and to improve the quality and efficiency of services.

I, _____ (name) hereby give my consent to video surveillance including audio properties.

Signature _____ Date _____

Parent/Guardian Signature (required if under 18) _____

Photo Release

I give permission to the Yadkin County Animal Shelter to use photographs or video footage of my volunteer activities.

Volunteer Name (Print): _____

Signature: _____ Date: _____

Parent/Guardian Signature (required if under 18) _____

Yadkin County Animal Shelter

Volunteer Program Rules and Procedures

Thank you for your interest in volunteering at the Yadkin County Animal Shelter (YCAS). In order to enrich the lives of animals housed at YCAS, while simultaneously providing an opportunity for community members to interact with shelter pets, YCAS welcomes volunteers who have a sincere interest in YCAS animals. Volunteers are an integral extension of YCAS staff and should remain professional and courteous at all times. We hope you enjoy spending some quality time with our adoptable animals. It is very important to them! The more socialized an animal is, the more adoptable it becomes. Volunteers will fall under the supervision of the Shelter Director or his/her designee. When you come to volunteer, we ask that you please follow these rules and procedures.

Volunteer Hours

Volunteer times are 10 a.m. to 5 p.m. Monday through Friday. A maximum of four persons may volunteer at one time. We ask that you sign up to volunteer at least 24 hours in advance by writing your name and arrival time on the volunteer calendar in the office.

Opportunities may be made for volunteering outside the regular hours during special events.

Clothing/Footwear

Wear clothes you don't mind getting dirty and closed toe shoes! ***No flip-flops or sandals.*** Tee shirts and shorts or jeans are fine. No tank tops, please. Clothing must be appropriate for a family environment. Please do not wear facial piercings and keep jewelry to a minimum. This is for your protection. Volunteers are encouraged to wear the YCAS Volunteer lanyard. They help identify you to the staff and public as a volunteer. They are located in the Office at the volunteer station.

Signing In

Sign in when you arrive. Please sign in and sign out using the Binder for volunteers located at the volunteer station.

Walking Dogs

Please use common sense when handling the animals and always pay attention to what you are doing and what is going on around you! **Check with Shelter staff about which dogs can be walked prior to walking any dogs! Avoid creating any situation of conflict between dogs. Please keep dogs apart when more than one is out!** Leashes are located in the office (right by the front door). If there is more than one dog in a kennel, use the guillotine door to separate the dogs before getting one out. When you return the dog/dogs, please be sure to raise the door so they have access to both sides, if applicable. **All feces MUST be picked up while walking dogs!!**

Keep in mind many of these dogs have probably never had much, if any, obedience and leash training, and have been in these kennels for a while. Some can be a real handful so make sure you have a good grip on the leash!

Yadkin County Animal Shelter

Volunteer Program Rules and Procedures

When walking an adoptable dog please exit the Shelter through the office and go out the front entrance. When walking a dog from the back dog section please go out the Back Bay door. Get only 1 animal out at a time and make sure you return them to their assigned kennel.

You may walk dogs anywhere on our property. There is a fenced in enrichment area where you can play with a dog off-leash, but remain mindful and aware of what is going on around you in other areas. There are toys in the office. There are also some brushes in the clinic room if you would like to brush an animal. Please clean the brush after each use and put the toys in the laundry room when you are finished. Use a new toy for each dog (do not share toys with multiple dogs). There are treats that you can give the animals, but please limit to one or two treats per dog.

Volunteering at the Shelter

Due to the hazards and concerns associated with volunteering; the necessity of keeping volunteers, staff, and animals safe; and issues regarding liability, the policy regarding volunteer access to the shelter is as follows:

- Volunteers are not permitted to enter the shelter on weekends, holidays, or anytime the YCAS is closed to the public. Exceptions may be made when the Shelter facilitates a special event.
- Volunteers will be required to go through the application/screening process again if they go 6 months or longer without any participation at the Shelter. Exceptions may be made for students enrolled in school, injury or an illness.
- Volunteers are responsible for maintaining communications with the Shelter Director or his/her designee in the event of a prolonged absence.
- Volunteers are not permitted to facilitate introductions between dogs that are at the shelter. Unless dogs are kennelled together (or are available for adoption and have already received evaluation and were found to be OK with other dogs), they are not allowed to share play areas or common areas on our property. However, the maximum number of dogs age six (6) months and older that can share a common area is limited to two (2). Exceptions may be made for select volunteers that have the training and skill to perform this function, as determined and authorized by the Shelter Director. Only trained staff or select volunteers with prior authorization from the Shelter Director are permitted to perform this function.

Sanitation

Please wash or sanitize your hands between animals, ***especially before and after handling puppies and kittens.*** There are hand-washing sinks in the rest room in the office and in the clinic room. There are also hand sanitizer stations located throughout the Shelter. This helps keep the spread of disease to a minimum and keep our pets healthy.

Puppies 6 months and younger are not allowed outside of their kennels without prior authorization from Shelter staff.

Yadkin County Animal Shelter

Volunteer Program Rules and Procedures

General Conduct

Please keep cell phone use to a minimum and not when you have an animal in your possession. Hearing protection is provided if needed. Please don't wear headphones or earbuds while listening to music. Please do not take any pictures in the kennel areas, if you would like a picture ask Shelter staff for assistance.

Volunteers may gain information that is confidential while volunteering at the YCAS, if this is the case, volunteers must agree to maintain confidentiality and not disclose.

Please be polite and courteous to the public, YCAS staff, and other volunteers at all times and present a positive image to the public. Volunteers are welcome to help customers get animals in and out of kennels if a customer asks for help; however, if a customer asks you a question about an animal's temperament, background, health, etc., or a question regarding the adoption process or other YCAS policies and procedures, please refer the customer to a YCAS staff person.

If you have any questions or need any help, please ask a staff person!

Have fun and thank you for spending time with our animals!

Volunteer Name _____

Signature _____

Date _____

Parent/Guardian Signature (required if under 18) _____

EXTREME WARNING: Volunteers are advised and must be aware that any contact with dogs poses the threat of being jumped on, scratched, or possibly knocked down by a dog. All of these behaviors/incidents must be reported to staff and an incident report filled out immediately.

1. Volunteers must go through training about leash technique, assessing dog mannerisms, and assessing dog activity level.

Collars & Leashes:

- a. Use appropriate collars & leashes or lead leashes for the dog's size & weight.
- b. All dogs to be walked must be wearing an appropriate fitted collar or a slip leash.
- c. Each collar must fit snuggly around the dog's neck allowing for a minimum of 2 finger widths' space between the collar and the dog's neck.
- d. Enter the dog's kennel, close the kennel door, & snap the leash on the collar or slip the lead leash over the dog's head and place around the dog's neck.
- e. Hold the loop end of the leash in one hand, open the kennel door and exit the kennel carefully with the dog on the leash.

Dog Mannerisms:

Make sure the dog you are going to walk is a happy dog, not pregnant or nursing puppies and is not displaying any signs of distress, illness, sickness, injury or aggression before entering the dog's kennel. If any of the above are noted please contact a staff member immediately.

Dog Activity level:

Each dog is different and his/her level of energy can be different from one day to the next. Make sure you assess the animal each and every time before you take him/her for a walk.

Note: Many of the dogs are not leash trained and require extra work and patience.

2. Volunteers must wear appropriate footwear for physical activity level of walking, jogging, etc. Footwear must have traction on concrete, gravel, and natural surfaces. No sandals, flip flops or open-toed shoes.
3. Day walking is allowed: Monday through Friday 10-5.
4. During weather conditions of heavy snow, rain, or thunderstorms dog walking is not permitted. Temperatures above 90 degrees and below 32 degrees Fahrenheit walking or any outdoor exercise will be limited to 10 minutes or less.
5. Volunteers will be allowed to walk dogs based on the number of Volunteer hours completed interacting with dogs and the dog's weight.
6. First 10 volunteer hours = Volunteer can walk dogs 15 pounds or less.
7. 10 – 20 volunteer hours = Volunteer can walk dogs 25 pounds or less.

Yadkin County Animal Shelter

Volunteer Procedure:
Dog Walking

8. 20 volunteer hours and over = Volunteer can walk dogs 35 pounds and up.
9. At each interval of 10 hours of volunteering and before moving up to a larger weight class of dog to be walked, the volunteer will be assessed by the staff as to his/her experience level and ability to move up.
- 10. *The Shelter Director has the discretion to allow a volunteer to move up to a larger weight class prior to completing the above hours and/or require the volunteer to complete more hours prior to moving up to a larger weight class.***
11. Shelter staff will advise the volunteer on which dogs may be walked. A volunteer is not authorized to walk a dog unless they have been given permission.
12. Only 2 dogs that can be socialized together will be allowed in the Canine Enrichment Area at a time. For example: 1 Volunteer with 2 dogs in the Canine Enrichment Area or 1 Volunteer with 1 dog and a 2nd Volunteer with 1 dog = 2 dogs in Canine Enrichment Area.
13. There is a pet waste station located in the Canine Enrichment Area for dog waste. ***Volunteers are required to pick up any feces while walking a dog and prior to walking a new dog.*** Bags are located in the pet waste station outside as well as in the office.
14. A map located in the Shelter front office will be displayed to show the volunteers the specified areas that dogs may be walked in and around the property.
15. If the volunteer does not come on a consistent basis or is absent for an extended period of 3 months or more they will have to start from the first weight class of 15lbs. and under of dogs to be walked.
16. Volunteers must agree and sign acknowledging these terms set forth to be allowed to walk and socialize dogs to ensure the health and well being of all parties.
17. This procedure will be covered with each volunteer by one of the staff. Each volunteer will receive a copy of their signed policy.

SIGN _____ DATE _____

Parent/Guardian Signature (required if under 18) _____

YCAS STAFF _____ DATE _____