



ANIMAL RESOURCE CENTER

Volunteer Agreement

By signing below, I, _____, hereby accept a position as a Volunteer for the Montgomery County Animal Resource Center ("ARC"), upon the following terms and conditions.

Terms and Conditions:

1. My services to the ARC are provided strictly in a voluntary capacity as a Volunteer, and without any express or implied promise of salary, compensation or other payment of any kind.
2. My services are furnished without any employment-type benefits, including employment insurance programs, worker's compensation accrual, vacations or sick time.
3. I will familiarize myself and comply with the ARC's policies and procedures applicable to Volunteers. In particular, I understand that the ARC expects high standards or moral and ethical treatment of any animals under its care.
4. I understand that the ARC, without notice or hearing, may terminate my services as a Volunteer at any time, with or without reason.

Release:

1. I understand that the handling of animals and other Volunteer activities on behalf of the ARC may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representative and assigns, I hereby release, discharge and indemnify and hold harmless the ARC and its directors, officers, employees and agents from any and all claims, causes of action and demands of any nature, whether known or unknown, arising out of or in connection with my Volunteer activities on behalf of the ARC.
2. Understanding that public relations is an important part of a Volunteer's activities on behalf of the ARC, I hereby authorize the ARC to use any photographs of me in its possession for public relations purposes. I ask that the ARC use reasonable efforts to give me advance notice of any such use, but such notification is not a condition to release any photographs for public relations purposes.

Signature of Volunteer: _____ Date: _____

If you are under 18, we must have your parent or legal guardian's signature below:

Parent or Legal Guardian (of volunteers age 17 and younger)

As a parent or legal guardian of the above-named volunteer, I hereby give consent for my child or ward, as the case may be, to become a Volunteer for the ARC as described in the above Volunteer Agreement and, by the signature below, join in and agree to be bound by the terms and conditions of the Release outlined above on this page.

Signature of Parent/Legal Guardian: _____ Date: _____

**MONTGOMERY COUNTY ANIMAL RESOURCE CENTER
VOLUNTEER CODE OF CONDUCT**

By signing this agreement, I, _____, agree to the following Montgomery County Animal Resource Center ("ARC") Volunteer Code of Conduct:

I understand that the goal of the volunteer program at the ARC is to engage and educate the public on the vision and mission of the ARC; to support shelter activities; and to provide supplemental care and enrichment for the lives of animals. I understand that I can and should always seek guidance if I am ever unclear about the vision, mission or practices of the ARC.

I agree to conduct myself in an appropriate and professional manner while volunteering for the ARC. I further agree to support the ARC's programs, policies and practices. I agree to have courteous and professional interaction with any and all ARC employees, patrons and other volunteers.

As an ARC volunteer, I represent the ARC, and I also pledge not to engage in any activity, communication or public dissemination of any materials that may cause harm to the reputation of the ARC.

I agree to always treat the animals in the care of the ARC humanely using positive rewards and enrichment. I will be a role model for the humane treatment of animals, at home and in all places while working with animals.

I understand that the ARC welcomes and relies upon volunteer feedback. If I am ever in disagreement with any philosophy, policy or practice of the ARC, I agree to use the appropriate, established communication channels to share my concerns or feedback. The channels are, in order:

1. Communicate first with the Volunteer Coordinator.
2. If I feel my concern was not addressed at this level, I will then communicate it directly to the Shelter Manager.

I understand that I am responsible for reviewing all the materials given to me at orientations and trainings, including the volunteer handbook. If I have any questions or do not understand anything in the materials, I agree to ask the Volunteer Coordinator.

I agree to accept supervision, direction and support from the ARC staff and understand that they will provide me with feedback to help me perform my volunteer duties most effectively and safely, and in the best interest of the animals in the care of the ARC.

I understand that failing to observe the above Code of Conduct could result in my dismissal from the volunteer program.

Volunteer Signature

Date

Signature of Parent or Legal Guardian
(For volunteers under the age of 18 only.)

Date

Signature of ARC Representative

Date