

## Volunteer Agreement and Acknowledgment of Receipt of Volunteer Manual

As a volunteer with the Montgomery County Animal Services Division, I agree to:

- Adhere to all the Animal Services Division policies, procedures, trainings, and schedules.
- Uphold the philosophies and standards of the organization.
- Be punctual and reliable. I agree to work at the scheduled times, as determined in conjunction with the Volunteer Coordinator and I will promptly contact the Volunteer Coordinator if I am delayed or unable to work.
- Keep all information confidential that I may obtain, directly or indirectly concerning clients, animals, and staff, including social media.
- Always exercise compassion and care with the animals.
- Maintain appropriate volunteer attire and wear proper identification at all times.
- Accept ongoing training and supervision in the duties I perform.
- Carry out my assignments in accordance with the Animal Services Division training and seek assistance or clarification from the Volunteer Coordinator or other staff when necessary.
- Communicate any job-related problems or suggestions to the Volunteer Coordinator.
- Immediately report any bite or scratch that I have sustained at the Animal Services Division. I understand that if I am bitten or scratched multiple times during my volunteer work, I may be required to undergo additional training.
- Check email regularly and update contact information as necessary.
- Understand that if I do not perform my required duties that I may be assigned a new volunteer position, or dismissed from the volunteer program.
- Refrain from interacting with any animal marked “staff only.”
- Comply with any special care instructions listed on the animal’s daily care log/and or cage and document any care that I have provided to the animal as requested.
- Notify the Volunteer Coordinator if I choose to discontinue my service with the Animal Services Division and complete the volunteer exit interview.

Entering my name and date (and the name and date of Parent/Guardian if I am under 18) signifies that I have received a copy of the volunteer manual and been briefed on those policies and procedures of the Montgomery County Department of Police, Animal Services Division, which are applicable to my volunteer position. I will subscribe to these requirements to the best of my ability. I understand that should I knowingly break any rules or should my participation in the program no longer be in the best interest of the Animal Services Division, I may be dismissed from my assignment without cause or explanation.

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Volunteer Name (Please Print)

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Parent/Guardian Name (Please Print)  
*if Volunteer is under 18*

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Date

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Date