

SANTA CRUZ COUNTY ANIMAL SHELTER VOLUNTEER AGREEMENT

Each volunteer is expected to:

- Support the mission and operation of Santa Cruz County Animal Shelter (SCCAS)
- Treat clients, staff members, other volunteers and animals with respect and professionalism
- Avoid activities that disrupt SCCAS operations or working relationships among SCCAS staff and volunteers
- Adhere to the SCCAS dress code
- Not intercept animals that are being brought into the SCCAS
- Only introduce an animal to a client when instructed to do so by a staff member
- Not publicly share information about animals that are not yet available for adoption with clients or members of the public except to the extent necessary to effectuate California Food and Agriculture Code § 31108(b)
- Not feed animals unless directed by staff
- Not enter the stray cat and unsocial cat areas or any animal isolation areas, unless requested to do so by staff
- Not mix animals from different kennels or cages
- Adhere to staff decisions on which animals can be handled and follow signage instructions (e.g. not removing dogs with red dots or no dots on their kennels)
- Not enter confidential areas of SCCAS such as administration, field services, animal receiving and private offices without an escort or requested to do so by staff
- Not disclose confidential SCCAS business information concerning clients, animals and staff to persons outside of the SCCAS without management authorization, except information about animals to the extent necessary to effectuate California Food and Agriculture Code § 31108(b)
- Not remove any animals off SCCAS property without staff approval
- Abide by all SCCAS policies, guidelines and directives

Each volunteer may not engage in:

- Theft or unauthorized personal use of SCCAS equipment, supplies or animals
- Harassing, abusive, threatening, tortious, or unlawful behavior toward any person or animal
- Accepting gifts from the public for personal use
- Use of intoxicants or being under the influence or otherwise impaired by unlawful drugs or alcohol while volunteering for SCCAS
- Breaching or assisting any person attempting to breach SCCAS security
- Acts of cruelty, neglect or mistreatment of an animal
- Acts of carelessness or negligence while performing volunteer duties
- Altering or falsifying any SCCAS document
- Acting with discourtesy or rudeness toward other volunteers, clients, or staff members
- Dishonesty
- Incompetency
- Negligent or intentional damage to SCCAS property
- Activities without proper authorization or training from staff members

I acknowledge and agree that SCCAS may terminate my volunteer service at any time, without notice, and without cause.

I have read and understand this Volunteer Agreement. I agree to abide by all SCCAS policies and guidelines and as set forth in this agreement. I agree to cooperate with any supervisor or manager of the SCCAS. I understand that failure to abide by this agreement may result in my termination from the volunteer program. SCCAS and I agree to act in good faith in conformance herewith.

Signature

Printed Name

Date