

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
- 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
- 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
- Insubordination
- 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 Santa Cruz County Animal Shelter policies and guidelines and as set forth in this agreement. I also agree to cooperate with any supervisor or manager of the Santa Cruz County Animal Shelter. I understand that failure to abide by this agreement may result in my termination from the volunteer program.

Signature

Printed Name

Date