

Forsyth County Animal Shelter Volunteer Application

Personal Information:

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone/Email: _____

Please answer the following questions:

Why would you like to volunteer at Forsyth County Animal Shelter? _____

What experience, if any, do you have working in an animal shelter/rescue?

Have you ever volunteered at an animal shelter/rescue? If yes, please list dates _____

Were you ever dismissed from working at an animal shelter/rescue? If so, please explain: _____

Do you have any special skills, areas of expertise that can be useful at the shelter? _____

Have you ever been convicted of an animal-related crime? Yes No

Do you have ANY allergies (to animals/medications/etc) that we should know of? If yes, please list here:

Can you commit to volunteering at least 10 hours per month? Yes No

What Days/Times are you available to volunteer?

Sunday 8am -10 am 10am-12pm 2pm-4pm 3pm-5pm

Monday 8am -10 am 10am-12pm 2pm-4pm 3pm-5pm

Tuesday 8am -10 am 10am-12pm 2pm-4pm 3pm-5pm

Wednesday 8am -10 am 10am-12pm 2pm-4pm 3pm-5pm

Thursday 8am -10 am 10am-12pm 2pm-4pm 3pm-5pm

Friday 8am -10 am 10am-12pm 2pm-4pm 3pm-5pm

Saturday 8am -10 am 10am-12pm 2pm-4pm 3pm-5pm

What areas are you interested in and what animals are you comfortable with? Check all that apply:

Dogs Cats Office Laundry/Cleaning

Tours Grooming Photography Videography Outreach/Events

Rabies Clinics (paperwork/check in) Dog Walking Cleaning Dog Kennels

Cleaning Cat Kennels Enrichment Prep/Enrichment Behavior Modification (Dogs)

I, as a volunteer to Forsyth County Animal Shelter, hereby knowingly, freely and voluntarily forever release and waive all claims for injuries, losses, costs, expenses, combinations thereof, and/or demands of any incident arising as a result of my volunteer activity on or off the premises, from which any liability may or could occur, including without limitations, attorneys' fees and disbursements, against Forsyth County, NC and its agents, officials, or employees jointly or individually. I declare that I shall not hold the Forsyth County Animal Shelter/Forsyth County Sheriff's Office Animal Enforcement Services liable for any illness, injury or disease I might contract or sustain while I am volunteering in said capacity. I also understand that I am not covered under Workman's Compensation. I fully recognize the possible risks and dangers of personal injury, death, disease, and property damage associated with the work of the Forsyth County Animal Shelter, and I freely consent to this waiver. Forsyth County Animal Shelter/Forsyth County Sheriff's Office Animal Enforcement makes no representations concerning any animal's exposure to rabies or other diseases. I further understand that the use of alcoholic beverages or drugs are prohibited on or off the premises while serving in a volunteer capacity for Forsyth County Animal Shelter. Forsyth County Animal Shelter Volunteers are selected based upon the ability to work well with others, fulfilling their commitment to the volunteer program, and the current needs of the facility. It is your duty to inform Forsyth County Animal Shelter Staff if you are unable to perform any assigned duties correctly or safely. After your application is received, the County's Volunteer Coordinator will review the application, and if you are selected, the Volunteer Coordinator will be in touch with you to schedule your orientation and training. If you have any further inquiries regarding volunteering, please do not hesitate to contact us. Main Number: (336) 703-2480 Email: FCASvolunteer@forsyth.cc Facility: 5570 Sturmer Park Circle Winston-Salem, NC 27105.

My signature below indicates the information I have provided in this application is true and accurate and I have read, understand, and agree with the terms and conditions of this application and any applicable attachments.

Name (Please Print) _____ Date _____ Signature _____

Forsyth County Animal Shelter Volunteer Agreement

PLEASE INDICATE THAT YOU HAVE READ AND UNDERSTAND EACH STATEMENT BY ENTERING YOUR INITIALS BESIDE EACH STATEMENT.

Volunteer Acknowledgement

___ I, _____ understand that the primary mission of the Forsyth County Animal Shelter (FCAS) division is the protection of public health. I further understand and acknowledge that, in order to accomplish that mission, euthanasia is necessary at times. I also understand and acknowledge that FCAS is a public, government-run animal shelter and, as such, is obligated to handle many animal issues, including pet abandonment, animal cruelty, animal injury or sickness, stray animals, unwanted animals, dangerous animals, dead animals and wild animals.

___ I will treat animals humanely. I will interact with the public, co-workers and shelter employees courteously and with respect. I will follow the instructions of the Volunteer Coordinator or other FCAS employees/FC Sheriff's Office Animal Enforcement/other appointed volunteers to issue instructions to me.

___ I understand the potential safety risks of working with shelter animals while volunteering at FCAS, including the risk of being injured (bitten or scratched) by an animal at the shelter.

___ I understand that there is a risk for zoonotic disease transmission (diseases that can be passed from animal to human and vice versa) while volunteering at FCAS. I understand that this poses a risk to me and my own pets. I will ensure my animals are up to date on their vaccines and will take precautions accordingly.

___ I have current vaccinations for all animals in my home.

___ I authorize FCAS to seek emergency medical treatment for me in case of accident, injury, or illness.

___ I understand that the Volunteer Coordinator and/or designee will determine the volunteer duties and may restrict volunteers from specific tasks for the safety of volunteers, staff, or animals.

___ I understand and acknowledge that I can be dismissed from service at any time.

___ I understand that I may not reapply to the volunteer program if dismissed from the program for violating the terms and conditions of this agreement.

Code of Conduct

As an FCAS volunteer, you are required to abide by a Code of Conduct. The Code below details what FCAS expects of a volunteer; please read the following points carefully.

___ I will abide by all policies, procedures, rules, and regulations set forth in the FCAS Volunteer Manual.

___ I understand that my services are entirely voluntary, without pay or any type of compensation, and without liability of any nature on behalf of FCAS, except as otherwise provided by law.

___ I agree to take direction from the Volunteer Coordinator, the designated supervisor or other staff member on duty.

___ I will respect staff members' personal time/non-work hours, and not contact them regarding official shelter business during their time off.

___ I will use the chain of command to communicate official shelter business. I understand that it is not appropriate to overlook the Volunteer Coordinator or designee when addressing volunteer topics/issues.

I will provide adequate notice to the appropriate Volunteer Coordinator or designated supervisor if I am not able to fulfill my scheduled time.

I understand that as a volunteer I must act in a manner that reflects positively on FCAS as I am representing FCAS to the community.

I understand that I may not act as an official representative of FCAS and may not make public statements on behalf of FCAS.

I will always report to FCAS wearing my issued identification and attire that is appropriate for the duties assigned during the shift.

I will not volunteer while under the influence of alcohol or drugs. I will not drink alcohol or use drugs while on the property of FCAS.

While on duty, I understand that I may not bring family members or friends to my volunteer site without prior authorization from the Volunteer Coordinator.

I will keep any information that I obtain concerning clients, staff, and/or the animals confidential. I understand that intentional or unintentional violations of confidentiality may result in my immediate dismissal.

I understand that volunteers are not authorized to transport animals on behalf of FCAS without prior authorization from FCAS management.

I understand that volunteers are not authorized to drive or ride within county vehicles.

Any form/type of harassment, bullying, discrimination, or retaliation will not be tolerated. Any volunteer of Forsyth County found to be exhibiting these behaviors will be subject to disciplinary action, including termination from the volunteer program.

Threats of violence and unlawful or inappropriate conduct will not be tolerated. Any volunteer of Forsyth County found to be exhibiting these behaviors will be subject to disciplinary action, including termination from the volunteer program and legal prosecution in certain circumstances.

I understand that I may be dismissed from the volunteer program at the sole discretion of the Director of Animal Services.

Confidentiality Agreement

- I understand that it is my ethical obligation to respect the privacy of all FCAS clients and staff and keep confidential the following information: specific names and demographic information regarding persons/organizations surrendering/redeeming/pulling animals; all information regarding animals and people involved in cruelty/neglect investigations until the case has been resolved, any sensitive or confidential information regarding FCAS staff or clients.

- I will not discuss any confidential information in an area where unauthorized individuals may hear such information (hallways, Adoption Rooms, social events, etc.) I will not email or post confidential material online.

- I agree to maintain the security of all paper and electronic records by following all data security policies and procedures.

- I will immediately report any disclosure of confidential information to unauthorized person(s) to the Volunteer Coordinator or Shelter Management.

- I understand that if public health, safety, staff members' health or safety or client confidentiality is violated as a result of my behavior, I may be subject to disciplinary action, up to and including dismissal, as well as civil and/or criminal penalties or actions.

- Upon dismissal from Forsyth County Animal Shelter, I shall not disclose confidential information acquired, and agree to return any access keys, access codes, or any other device(s) that would provide access to FCAS clients or their information.

Social Media Policy

FCAS recognizes that the Internet provides unique opportunities to participate in interactive discussions and share ideas and information using a wide variety of social media platforms, such as Facebook, Twitter, Instagram, Snapchat, YouTube and blogs. To assist volunteers in making responsible decisions about their use of personal social media platforms, the following guidelines are appropriate use while volunteering for the County. Any violation of the below may result in disciplinary action, up to and including termination from the Volunteer program.

- Volunteers may not act as official representatives of FCAS or make public statements on behalf of FCAS. If volunteers identify themselves as working with FCAS, they must state that the views being expressed are their own and not those of FCAS.
- Information published on personal sites must comply with the FCAS Confidentiality Agreement. When publishing on personal sites, you must comply with the FCAS Code of Conduct.
- When authorized, volunteers are encouraged to take photos and videos to promote adoptable animals and FCAS programs. Please be aware of who and what else you may be capturing.
- Volunteers may not post:
 - o Digital media or personally identifying information of any employee, volunteer or member of the public without their consent. Volunteers will refrain from commenting on matters that are being or may be, investigated by FCAS and/or law enforcement.
 - o Information that may reasonably be presumed to represent the opinion of FCAS or the County.
 - o Information which the volunteer has access to as a result of their volunteering (e.g., information obtained from databases, police reports, investigatory files, etc.), without the County's prior consent.
 - However, information that is available to the public (e.g., press releases, news articles, etc.) is an exception.
 - o Digital media of uniforms, vehicles, equipment, facilities, or other property that would project FCAS in a negative or unprofessional light.
 - o Information or digital media that may compromise operations, and/or the safety and security of County employees, facilities, vehicles, equipment, etc.
- Volunteers have no expectation of privacy to Internet and social media activities made from County owned devices.
- Volunteers must respect intellectual property (e.g. copyright) laws and reference or cite sources appropriately.
- Regardless of whether related to FCAS, posting language or images of acts that are obscene or sexually explicit, material that expresses any type of discrimination, harassment, bullying, language which objectively places the County or FCAS into disrepute, or material displaying participation in or endorsement of reckless or unlawful behavior could compromise your volunteer status.

- Always be fair and courteous to fellow volunteers, staff, clients, community partners, stakeholders. Attempt to resolve volunteer related complaints through the FCAS chain of command, rather than posting complaints to a social media platform or other public electronic communication platforms.
- When posting information or news, make sure it is honest and accurate. If a mistake is made and/or misinformation posted regarding FCAS, correct it quickly. Be open about any previous posts you have altered. (Remember that the internet archives almost everything; therefore, even deleted posting can be searched.) Never post any information or rumors that you know to be false about other volunteers, staff, customers, community partners, or stakeholders of FCAS.
- The Social Media provisions of this Agreement are subject to revision by the County at any time. Should the County revise its social media policy, the County shall amend this Agreement by attaching hereto any new social policy. The County may require the signatory below to sign a new Volunteer Agreement.
- If you are unsure how to answer a question someone posts about FCAS, please ask for guidance from the Volunteer Coordinator or Shelter management.

Signature Disclaimer

I understand that the terms discussed in this Volunteer Agreement may change, and if it does I may be required to sign a new Volunteer Agreement form. My refusal to sign a new Volunteer Agreement form is grounds for my immediate dismissal from the Volunteer Program. My signature indicates I agree with the terms and conditions of this Volunteer Agreement.

Name (Please Print) _____ Date _____ Signature _____

Please return your completed application to:

FCASvolunteer@forsyth.cc

or drop off at the shelter.