



## Humane Society of Seneca County Volunteer Information

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip

Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Employer/School: \_\_\_\_\_

If you are under the age of 16, who will be accompanying you during your volunteer time?

Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**If the applicant is under the age of 18, the following must be signed by a parent/guardian.** I have read the Rules of Conduct/Rules for Animal Handling and I give my permission for my son/daughter to volunteer at the Humane Society of Seneca County. I also understand a parent/guardian must volunteer with my child if he/she/ is under the age of 16.

Child's Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Humane Society of Seneca County Rules for Animal Care and Handling

1. The main focus of the Humane Society is the care and well-being of the animals in our care. If you are found abusing, neglecting, or being in any way cruel to the animals, you will be asked to leave.
2. When socializing cat, there is to be ONLY ONE cat out in a room at a time. The only exception is cats that are housed together.
3. When placing animals back in their kennels, be sure they are in the same kennel they came out of, and the kennel is latched. Always check and re-check.
4. Unless you are in the fenced in back yard, dogs should ALWAYS be on a leash.
5. When getting a dog out of its kennel, you must always have control over the animal, if you are uncomfortable handling a dog, move on to another one, or find a staff member to assist you.
6. While walking dogs, they much be kept separate, unless otherwise stated by a staff member.
7. If a dog does get away from you, DO NOT CHASE IT. Immediately find and notify a staff member.
8. If you are uncomfortable handling any animal, DO NOT TRY TO HANDLE IT. Move on to another animal, or find a staff member.
9. If you are unsure of how to do something or have any questions, please ask a staff member.
10. Our main goal is to keep EVERYONE, humans and animals, happy, safe and healthy. Please be thoughtful while working with animals. Your time is a great asset in helping them find loving homes.

I have read and understand the Humane Society of Seneca County's Rules for Animal Care and Handling. I acknowledge that failure to comply with the above-mentioned policies is grounds for dismissal from the volunteer program.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

# Humane Society of Seneca County Rules of Conduct for Volunteers

1. While you are volunteering at the Humane Society, you are representing us, proper attire is required. This includes:
  - Pants/shorts that protect the legs. NO "SHORT SHORTS".
  - Appropriate shoes. NO SANDALS, FLIP-FLOPS, OR OPEN TOED SHOES.
  - Shirts must have sleeves and should not have any obscene wording, pictures, etc.
2. Follow directions, we have protocols and policies for a reason.
3. Mistreatment of the animals in any way will result in you being asked to leave. There are cameras located throughout the building/property; mistreatment will not be tolerated.
4. You are expected to be courteous and polite to EVERYONE: staff members, other volunteers, the public, etc. Any inappropriate behavior towards anyone will not be tolerated.
5. Illegal drugs, activities, the use of alcohol, etc. are prohibited on HSSC property. Any suspected use will not be tolerated.
6. Please do not enter any "Employee Only" areas unless instructed to do so by a staff member.
7. If you are not sure how to do something or are not sure where something is, PLEASE ASK.
8. The animals and their health and safety are the most important thing while you are here. If you notice an animal not acting right, or appears sick in any way, please let a staff member know.

I have read and understand the Rules of Conduct for Volunteers of the Humane Society of Seneca County. I acknowledge that failure to comply with the above-mentioned rules of conduct is grounds for dismissal from the volunteer program.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

## RELEASE FORM

I, \_\_\_\_\_, do hereby fully, jointly and severally, release the Humane Society of Seneca County, its employees, agents, directors, or other officers thereof of any liability for any injury or illness while volunteering my time. I also identify and save harmless those same parties from any and all liability, loss or damage, including attorney fees which may result from claims, demands, cost or judgment that may arise in connection therewith.

I hereby sign this release with full understanding of the potential injury or illness inherent when working with or handling the animals within the care or possession of the Humane Society of Seneca County.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

# Confidentiality Agreement

I, \_\_\_\_\_, have read and agree to following statements.

I understand that I may come in contact with confidential information during my time at the Humane Society of Seneca County. As part of the condition of my work with the Humane Society of Seneca County I hereby undertake to take into the strict confidentiality any and all information pertaining to adoptions, surrenders, euthanasia's or business of the humane Society of Seneca County. I also agree to never remove any confidential material of any kind from the premises of the Humane Society of Seneca County unless given express permission in order to perform my duties.

Any breach of this contract may result in immediate termination of employment or community service.

I have read and understood the Humane Society of Seneca county's Privacy Policy.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Director/supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_