



## **YOUR INTEREST IN VOLUNTEERING WITH ANIMAL CARE IS GREATLY APPRECIATED!**

As a volunteer, you will be fulfilled knowing that the service you provide at Broward County Animal Care greatly benefits the dogs and cats which come through our doors.

You will have the opportunity to help our dogs and cats find loving homes and assist residents with finding the perfect pet for them. Here are some of the ways you can make a positive difference in the lives of the dogs and cats at our shelters and adoption centers.

**Customer Service Greeter** — Assist residents visiting the shelter to find a lost pet, report a lost or found dog or cat, adopt a pet, etc.

**Office Assistant** — Provide administrative support by assisting with data entry, adoption follow-up phone calls, enrollment in our spay/neuter program, etc.

**Adoption/Kennel Greeter** — Assist residents who are interested in adopting a dog or cat and answer questions regarding lost animals, lost animal holding time frames, adopting a lost animal, etc.

**Adoption/Kennel Assistant** — Assist with cleaning the animal runs and cages in the adoption area and lost animal area.

**Dog Walker** — Provide exercise for adoptable dogs.

**Groomer** — Assist staff with grooming adoptable animals (certification is required).

**Photographer/Artist** — Photograph adoptable dogs and cats for the Web site and publications.

**Special Event Assistant** — Assist staff with adoption events (this opportunity is geared toward youth volunteers, ages 14 to 17).

**PAW Heroes Presenter** — Teach students in after school programs about responsible pet ownership (experience with children/education preferred).

If any of these opportunities interest you, please complete an application. Please be sure to sign each of the forms in the application packet. If you are between the ages of 14 and 17, your parent/guardian will also need to complete the Parental Permission Form. Finally, please include with your application a clear copy of your current photo identification. You may send a copy of your Florida Driver's license, Florida State identification card, United States passport, or student identification card (for applicants under age 18). For applicants between the ages of 14 and 17, a clear copy of your parent/guardian's photo identification is also required.

Please mail or fax your completed volunteer application packet to the Broward County Animal Care Volunteer Administrator. The mailing address is 1870 S.W. 39 Street, Fort Lauderdale, FL 33315. The fax number for receiving applications is 954-359-1349.

Again, thank you for your interest in volunteering at Broward County Animal Care. We look forward to having you on our volunteer team!



## VOLUNTEER APPLICATION

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

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Skills/Interests: \_\_\_\_\_

Do you have pets at home?  Yes  No

If yes, what kind of pets do you have? \_\_\_\_\_

Do you have previous experience caring for animals or providing customer service?  Yes  No

If yes, please describe your experience: \_\_\_\_\_

If you are completing volunteer hours for school, how many hours would you like to complete? \_\_\_\_\_

What is the name of your school? \_\_\_\_\_

Since your 18th birthday, have you been convicted of any violation of the law, other than minor traffic offenses, or pled nolo contendere (no contest) to criminal charges, even if adjudication was withheld?  Yes  No

If yes, please provide: Name of Offense: \_\_\_\_\_

Misdemeanor  Felony (please check one)

Name and location of court \_\_\_\_\_

Disposition of case \_\_\_\_\_ Date \_\_\_\_\_

*Note: A conviction does not automatically disqualify you from participating as a volunteer with Broward County. The nature of the offense, how long ago it occurred, and the relationship to this volunteer opportunity are given consideration.*



What days and times would you prefer to volunteer?

<b>Days:</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Times:</b>							

Would you prefer to work with dogs or cats?  Dogs  Cats  Both

What volunteer opportunities interest you?

- Customer Service Greeter** — Assist residents visiting the shelter to find a lost pet, report a lost or found dog or cat, adopt a pet, etc.
- Office Assistant** — Provide administrative support by assisting with data entry, adoption follow-up phone calls, enrollment in our spay/neuter program, etc.
- Adoption/Kennel Greeter** — Assist residents who are interested in adopting a dog or cat and answer questions regarding lost animals, lost animal holding time frames, adopting a lost animal, etc.
- Adoption/Kennel Assistant** — Assist with cleaning the animal runs and cages in the adoption area and lost animal area.
- Dog Walker** — Provide exercise for adoptable dogs.
- Groomer** — Assist staff with grooming adoptable animals (certification is required).
- Photographer/Artist** — Photograph adoptable dogs and cats for the Web site and publications.
- Special Event Assistant** — Assist staff with adoption events (this opportunity is geared toward youth volunteers, ages 14 to 17).
- PAW Heroes Presenter** — Teach students in after school programs about responsible pet ownership (experience with children/education preferred).

Thank you again for your interest in volunteering at Broward County Animal Care. Please sign and date your application below. Please also include with your application a clear copy of your current photo identification (Florida Driver's license, Florida State identification card, United States passport, or student identification card for applicants under 18). We look forward to having you on our volunteer team!

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return your completed volunteer application packet to the Broward County Animal Care Volunteer Administrator at: 1870 S.W. 39 Street, Fort Lauderdale, FL 33315.**

**If you would prefer to return your application via fax, you may fax it to 954-359-1349.**



## VOLUNTEER STANDARDS OF CONDUCT

County volunteers are personally and professionally obligated to serve the public with honesty and integrity. It is essential that all County volunteers maintain the trust of the public, the County Commission and co-workers. All County volunteers must abide by the policies which govern the conduct for employees in the following areas:

1. **Conflict of Interest:** Avoiding the appearance or reality of a conflict of interest forms the basis for the County’s ethics policies. Public employment (including volunteering) is not to be used for unauthorized personal gain. Any conflict between personal interests and official responsibility is to be resolved by consciously avoiding possible conflicts or disclosing the basis of a conflict or possible conflict to a supervisor so that, if necessary, decisions can be reviewed or made by others.
2. **Accepting or Soliciting Gifts:** Volunteers are not to accept or solicit gifts. A “gift” is a thing of value to the recipient and can include such items as a cash payment, loan, gratuity, honoraria, service, favor, or promise of future employment. This policy is not meant to apply in certain situations, such as when: a gift is of nominal value of \$5 or less; a gift is given or exchanged by employees/volunteers on occasions such as birthdays, retirement, marriage, service anniversaries, etc.; a professional or public award is given, reflecting positive performance or community service; a gift is exchanged or given by a relative where a family relationship, rather than business relationship is involved.
3. **Code of Ethics:** Central to the standard of ethical conduct is the Board of County Commissioners’ policy that no officer, employee or volunteer shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction, or professional activity or incur an obligation of any nature which is in conflict with the discharge of his/her duties in the public interest. Since the confidence of the citizenry is the very foundation for effective government, even an unfounded appearance of unethical conduct by a public employee/volunteer can significantly impair the capability of Government.
4. **Sexual Harassment Policy:** It is the policy of Broward County Government that all employees and volunteers should be able to enjoy a work environment free from all forms of prohibited discrimination, including sexual harassment. No employee or volunteer — whether male or female — should be subjected to unsolicited and unwelcomed sexual overtures or conduct, whether verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcomed, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness. Such conduct, whether committed by supervisors or non-supervisory personnel or volunteers, is specifically prohibited.
5. **Policy Opposing Workplace Violence:** Broward County is committed to the goal of maintaining a work environment free from violence or the threat of violence.
6. **Equal Opportunity Policy:** It is the policy of Broward County to provide equal opportunity in, and equal access to, County Government employment and volunteer opportunity for all qualified persons regardless of race, color, religion, national origin, gender, age, disability, or sexual orientation.

*\*Copies of Broward County’s full policies are available upon request.*

I acknowledge that as a Broward County volunteer, I have a personal and professional responsibility to be aware of the above reference County policies and have been given the opportunity to review and understand these policies. I agree to abide by these policies.

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Signature of a parent/guardian is required for volunteers under 18 years of age.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





## VOLUNTEER PARENTAL PERMISSION FORM

(Required for volunteers under age 18)

Volunteer's Name: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

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

Emergency Contact Phone Number: \_\_\_\_\_

Volunteer Position and Location: \_\_\_\_\_

\_\_\_\_\_

Volunteer Days and Times: \_\_\_\_\_

\_\_\_\_\_

Method of Transportation: \_\_\_\_\_

My son/daughter/ward has my permission to participate in the Broward County Animal Care Volunteer Program at the above stated location. I am aware of my child's schedule, possible volunteer job duties, and expected rules of behavior, and I am in accordance with them. My son/daughter/ward has my permission to sign the Request for Criminal Background Information form, which authorizes Broward County to conduct the required criminal background screening.

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

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