

Volunteer

A volunteer agreement is the foundation of the working relationship between an organization and its volunteers. This volunteer agreement clarifies the expectations in regard to length of time commitment, confidentiality, attendance, training, and adherence to the organization's policies and procedures.

We agree to accept the volunteering services of: _____

Broward County Animal Care and Adoption [BCAC] commits to:

1. Assign you to appropriate tasks according to skills, abilities, interests, availability and training.
2. Give you training and appropriate supervision for all tasks.
3. Be receptive to any comments and feedback as well as provide feedback when appropriate.
4. Give you a job description for an assignment when appropriate.
5. To treat you as a fellow team member who contributes to BCAC's mission.
6. Treat you with appreciation and respect.
7. Value and recognize our volunteers as a significant resource in achieving the goals of our organization.

The volunteer commits to:

1. Know assigned duties and stay on task.
2. Cooperate with staff and fellow volunteers. Be a team player.
3. Sign up for shifts using Volgistics or communicating last minute availability to volunteer.
4. Sign in/out using VicTouch each time you arrive/leave a work assignment.
5. Be on time for your scheduled shifts and events.
6. Honor your commitment and come when scheduled.
7. Treat EVERYONE with respect, regardless of status.
8. Wear assigned uniform and badge.
9. Stay Safe. Use precaution when handling any animals, chemicals, or equipment in the facility.
10. Be hygienic. Wash your hands between touching each animal and throughout the day.
11. Not engage in disparaging conversation at ACAD.
12. If posting ACAD related information on social media, post only management-approved animals for the purposes of helping them get adopted or fostered; not post any information on animals that have not been approved for adoption, foster, or rescue without written permission from the ACAD Director; and not post any criticism or disparaging comments of ACAD or the shelter staff.
13. Acknowledge and accept that not every animal will be saved and to be respectful to the employees who must make the difficult decisions on euthanasia.

Volunteer Termination

Broward County Animal Care reserves the right to terminate a volunteer's connection with the organization, with or without cause, **at any time**.

Possible reasons for volunteer termination for cause include but are not limited to:

- Failure to adhere to Volunteer Agreement and Standards of Conduct.
- A volunteer's continued non-adherence to BCAC policy or if corrective action measures are not heeded.
- Conduct while on duty that is detrimental to the organization and/or the animals, including any breach of confidence.
- Conduct while off duty which would adversely affect the organization.
- Reporting to an event or to the shelter under the influence of drugs or alcohol.
- Theft of property or funds.
- No show with no call or email notification for several events or shifts.
- Excessive tardiness as well as call outs.
- Any abuse or mistreatment of animals.
- Gross misconduct or insubordination.

If Broward County Animal Care erroneously, improperly, or unjustifiably terminates for cause, such termination shall be deemed a termination without cause.

This agreement may be terminated by a volunteer, with or without cause, at any time. A volunteer should provide a courtesy notification of termination to Broward County Animal Care.

Volunteer Signature _____

Date _____

