

Volunteer Expectations:

- Attend an orientation meeting and an annual training and informational meeting.
- Report to assigned shift on time.
- Stay to the end of assigned shift.
- Call in if you are unable to come for your assigned shift.
- Make every effort to find a substitute for absences.
- Follow the direction of paid staff at all times.
- Learn and follow the policies of the shelter.
- Perform the duties of the assigned volunteer position.
- Sign in and out.
- Wear clothing appropriate to the season and your assignment.
- Report accidents and bites to paid staff.
- Interact courteously and professionally with staff, guests, and volunteers.

Failure to meet expectations

Volunteers who fail to meet expectations may not be allowed to volunteer at the shelter.

Volunteer Rights & Responsibility:

The Pet Project Foundation (PPF) is a valuable resource to the Coastal Animal Services Authority, the animals under its care, the staff, and the public. Volunteers will be accorded the right to be treated as equal coworkers, the right to be given meaningful assignments, the right to receive effective supervision, and the right to be recognized for work well done. In return, volunteers shall agree to perform their duties to the best of their abilities in accordance with the policies, procedures, and rules of the Coastal Animal Services Authority, PPF, and to remain loyal to their goals.

Acknowledgment and Assumption of Risk by Participant:

I choose to participate with the Coastal Animal Services Authority volunteer program. I am aware that this volunteer assignment may present risks. I fully understand that the behavior of animals can be unpredictable and animals are capable of inflicting serious injury or death, as well as extensive property damage. The environment of the shelter may also carry personal risks of disease and injury. I agree to provide comprehensive vehicle insurance should it be necessary to operate my vehicle while volunteering. I agree to assume all risks for any injury, death, damage, loss or expense to my person and/or property arising out of my participation as a volunteer. I agree that CASA, the cities of San Clemente and Dana Point, PPF, and all employees, officials, agents, and representatives shall NOT be responsible or liable for any risks, any injury, death, damage, loss or expense to my person and/or property. I understand and agree that, if injured while volunteering, I am covered under and entitled to Worker's Compensation Benefits and will be held to the provisions of that program.

I have carefully read, fully understand, and agree to comply with the provisions contained on this form.

_____ Signature _____ Date _____

This form must be signed and dated prior to volunteer beginning active status as a shelter volunteer. It must be presented to the CASA Manager.

Thank you for joining us. We are extremely glad you have chosen to spend your time with us. If you have any questions, please speak with a Volunteer Coordinator or the shelter management.