

VOLUNTEER SERVICE AGREEMENT

1. By my execution of this document I am volunteering to perform work at the King George County Pound under the supervision of King George Animal Control Personnel. I am willing to work at the King George County Pound as a public service to my community, and I understand that I will receive no compensation, employment benefits, or insurance coverage of any kind.
2. I understand that since I will be working around and with animals, I will be exposed to some risks of personal injury and or property damage. By my execution of this document I acknowledge that I am aware of the extent and nature of those risks and therefore do hereby release King George County, Virginia, its agents and its employees from any and all liability for any personal injury or property damage that I may receive while working at the King George County Pound.
3. As a volunteer I agree to follow and obey all instructions and recommendations made by King George Animal Control Personnel, and I will use my best judgment and good common sense in the performance of my duties at the King George County Animal Pound.
4. I will work at the King George County Animal Pound only on those dates and times assigned to me by King George Animal Control Personnel, and I am not allowed to bring any friends, guests, or family members during my assigned work hours unless approved by King George Control Personnel. Volunteers between the ages of 13 – 18 must be accompanied by a parent or guardian of at least 18. Individuals under the age of 13 are not eligible to volunteer.
5. I understand that this Volunteer Service Agreement is only valid for _____ days. I furthermore understand that this Volunteer Service Agreement may be revoked, rescinded, amended, or voided at any time by King George Animal Control personnel.
6. By signing this agreement I certify that I have read and understand any and all portions of the Volunteer Service Agreement.

VOLUNTEERS NAME (Print)	GUARDIANS NAME (Print)
ADDRESS	ADDRESS
PHONE NUMBER	PHONE NUMBER
EMAIL ADDRESS (Voluntary)	EMAIL ADDRESS (Voluntary)
 <div style="display: flex; justify-content: space-between;">__________</div> VOLUNTEER SIGNATURE DATE	 <div style="display: flex; justify-content: space-between;">__________</div> GUARDIAN SIGNATURE DATE
 <div style="display: flex; justify-content: space-between;">__________</div> AC OFFICER SIGNATURE DATE	MONTH OF VOLUNTEER'S BIRTHDAY _____ (Voluntary)

KING GEORGE ANIMAL CONTROL

I _____, am currently employed or volunteer at King George Animal
Control (King George Sheriff’s Office), and have never been convicted of animal cruelty, neglect or
abandonment. VA 3.2-6546.B-2.

	_____	_____
	Signature	Date
ACO	_____	_____
	Signature	Date

KING GEORGE ANIMAL CONTROL

VOLUNTEER GUIDELINES

The purpose of the Animal Shelter is to provide care and protection to stray, abandoned and surrendered animals until such time as they are rescued, adopted or euthanized.

Volunteers are an important support system for the Shelter staff members who must be on the road as well as in the Shelter. Guidance from the staff as well as questions and suggestions from Volunteers are welcomed communications, and allow the Shelter to run efficiently. We desire to be a team in providing care and protection to the animals we all care so much about. If these are your goals in volunteering, this is your opportunity. Volunteers between the ages of 13 – 18 must be accompanied by a parent or guardian at least 18. Individuals under the age of 13 are not eligible to volunteer.

Staff Guidance and Control: The Shelter staff is made up of full time and part time employees. The staff takes care of feeding the animals and provides direction to volunteer caregivers.

Volunteer Opportunities: Volunteers can clean and refurbish the animal kennels, brush the animals, pet and play with the dogs and puppies, cats and kittens, walk the dogs, make flyers to publicize potential adoptions, supply clean towels, contribute kitty toys, furnish pet treats, make financial donations, and provide support in other ways with the approval and agreement of the staff.

Basic Shelter information follows:

Cat/Kitten Kennels: There are 16 regular kennels for cats and kittens in the “Cat Room”. The Cat Room also has 5 cages used for feral cats. The feral cages are made with wire bars. The feral cages have a removable aluminum tray base to help with ease of cleaning eliminating the volunteer having to reach inside the cage to clean the bottom. The regular kennels are one unit made of a heavy plastic with metal cage type doors. Each kennel contains an aluminum litter pan, plastic sleeping containers, water bowl, food bowl and toys. In regular plastic kennels all contents are pulled and washed every day. The plastic kennels are wiped down with a disinfectant every day and then the kennel is restocked with clean items.

Food: The staff provides food for the cats and kittens, usually before volunteers arrive. Any other food is given with the approval of a staff member.

Cleaning: Water and food bowls, aluminum litter pans and plastic sleeping containers are pulled every day and washed using the disinfectant provided. The regular cat kennels are cleaned with the spray disinfectant that is located in a spray bottle in the cat room. When disinfecting the plastic kennels all three walls and the floor need to be wiped down with the disinfectant. Kennels need to be disinfected every day.

Door: The main door into the cat room is to remain open except during the cleaning process. The door is closed during cleaning incase a cat happens to get out of their kennel. Having the door open helps the air circulation in the room. The door is also closed at closing.

Dog/Puppy Kennels: There are 25 kennels in the general population for dogs and puppies. The kennels contain a large metal or plastic sleeping pad plus a water and food bowl. Some dogs may have blankets or towels as bedding (not all dogs can have the soft bedding because they chew, eat and shred the items; however, if a dog does have this type of bedding it needs to be replaced every day. Put used dirty bedding in clothes basket in laundry room; replace bedding.

Food: The staff provides food for the dogs and puppies usually before the volunteers arrive. Any other food is given with the approval of a staff member.

Cleaning: Any food bowls remaining in the kennels should be collected and put in the Medical Room for washing and disinfecting. Water bowls are collected on certain days and they will be collected by staff and put in the Medical Room so they can be washed and disinfected, also. Using the power washer, the kennel walls, floors and sleeping pads are all hosed down using the disinfectant provided. A staff member will be glad to get you started on the cleaning procedure. Just ask!

Outdoor Kennels/Play Yard: Weather permitting, the staff releases dogs and puppies to their outside kennels. Water bowls are provided outside and most animals have ample room to get some exercise. Dogs can also be rotated into the play yard, one dog at a time. ***Before letting***

a dog in to the play yard, thoroughly check the yard to make sure there is not another dog already in the yard. Be aware of empty kennels; this can mean a dog is out in the yard. After letting a dog out in the play yard, turn the sign on the inside door which shows every one that a dog is in the play yard. Outside kennels are washed down once the dogs are returned to their indoor kennels.

Volunteers are encouraged to walk the dogs outside. Many dogs have been trained to “do their business” outside and it is difficult for them to eliminate in the areas where they are housed. There is a walking path through the woods which was constructed by volunteers. If you don’t know where the path is, ask a staff member and they will show you. You may also walk dogs on KGAC surrounding property. Martingale collars and leashes are provided for walking. Remember, if a dog poops on the sidewalk or in an area near the building where people may be walking, **please** clean it up. Items for clean up are located inside, just ask.

Again, if you have questions or suggestions, don’t hesitate to talk with Shelter staff. Our goal is to provide good care and service to the animals that come to our Shelter and find loving and supportive homes for them as a result of our efforts.

I acknowledge that I have read and received a copy of the Volunteer Guidelines.

Signature

Date

KING GEORGE ANIMAL CONTROL

EMERGENCY CONTACTS/MEDICAL ALLERGIES

(You must list at least one emergency contact)

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Describe what you are allergic to (medicines, cleaners, etc.)
