



Terrell Animal Control Department and Animal Adoption Center Volunteer Program

WELCOME!

Welcome to the Terrell Animal Control Department's Volunteer Program. Volunteerism is a great way for citizens to give back to their community, help control government cost of services and integral to the provision of special programs and services that otherwise could not be provided in the community. Volunteerism is personally rewarding and extremely beneficial to our ability to provide improved or specialized services. We believe Volunteerism is the ultimate form of citizen participation in government operations and services. We appreciate and respect our volunteers, especially for what they choose to do for their community.

Volunteerism is exactly that—volunteer service. The citizen volunteer agrees to contribute their time and service, with no expectation of remuneration, favor or consideration. In order for a Volunteer Program to be successful and effective, the program must provide integral services, in conjunction with local government workers, that support and fulfill the core mission of the agency. A volunteer program that works in opposition to or in spite of the core mission, simply represents an additional burden to the agency and removes any beneficial impact on the community.

We are re-tooling our volunteer program in order to enrich the duties of our volunteers, refocus on our mission and increase the effectiveness of our program. Any viable program must have a degree of structure and expectations. With an eye on effectiveness, structure and expectations, we have developed this Volunteer Handbook. The handbook will provide a clearer understanding of the program, the goals, or “mission” of the department and the many ways that volunteers can help and work together with us. The “mission” of a government agency is simply a verbal explanation of why it exists. Everything done in a department should be done with a focus on the mission. We hope you find it informative and helpful in understanding how you can help our program.

Mission Statement

The Mission Statement for the Animal Control Department, or ACD, states:

- *Animal Control's mission is to work with the citizens of Terrell in keeping our city safe and healthy by timely enforcement of city ordinances as they pertain to the control and keeping of animals within the city limits of Terrell.*

Integral to the mission of “keeping our city safe and healthy” and “the control and keeping” of animals is the housing of animals collected during enforcement efforts. In order to fulfill the

core mission of the department, the department must have a facility to house and disposition animals encountered performing the service. Under the previous business model, little to no efforts were put forth to assess these animals for adoptability, state of health, behavioral disposition or other factors. Most animals that entered the shelter under the former business model never left the facility.

In the Fall of 2011, the ACD recognized the existing business model was no longer an acceptable means of fulfilling the department's mission. The department recognized decisive steps must be taken to modernize the facility, the practices and the outcomes for the animals. The first step in this process was to do away with draconian euthanasia methods. The department obtained the capital equipment and DEA license required for IV euthanasia methods that are humane and acceptable by modern standards. The "chamber" was dismantled and sold as scrap metal.

The next step to enhancing the service provided by the department was to emphasize the responsibility of getting animals housed released prior to euthanasia, if appropriate and possible. Not all animals received in a public shelter can be released, as physical and mental health, as well as behavioral disposition, must be carefully assessed; however, adoption is a logical means. An Adoption Coordinator position was established and the name of the shelter was changed to the Terrell Animal Adoption Center. The department adopted a self-imposed goal of reducing the number of animals euthanized for "space" and keeping that number as low as is possible for a public shelter. The department quickly realized in order to attain this noble goal, we would have to seek the help of the public through a volunteer program. A fledgling volunteer group was formed, along with a couple of support organizations. Due to everyone's efforts, the euthanasia rate was reduced from 45% in 2011 to approximately 2.5% in 2012, euthanizing only 11 dogs due to space constraints. In the summer of 2013, the Terrell City Council passed a resolution pledging the ACD will exhaust all efforts before making a space related euthanasia decision on animals housed at the TAAC. In 2013 we maintained the incredible improvements experienced in 2012, only euthanizing 12 dogs due to space issues. We must focus on this as a victory and not allow these losses to be viewed as any measure of defeat. There is no question had we not taken the decisive steps, many more animals would have been euthanized at the shelter. We have made phenomenal progress and demonstrated the ability to sustain that progress, but our efforts must remain vigilant.

It is an absolute our volunteer program has been critical to the success we have achieved. We will not be able to continue our successful efforts without an effective volunteer program where volunteers work "with us" to fulfill the overall mission of the department and achieve the "low-kill" results we strive for in our program. As is the case in any change process, there are some unintended consequences to our adaptation of our program. As we continue to move forward, we must focus on these consequences and develop a means to overcome them. Success will not be measured by the adversity we face, but rather how we respond to that adversity. Nothing worth doing is ever an easy task, nor should we expect it to be.

Remember, we must all work together to be a strong team. Doing otherwise will only weaken our efforts and dampen our results. Our volunteer program must be an effective program, otherwise it detracts our ability to fulfill the mission.

ANIMAL CONTROL DEPARTMENT VOLUNTEER HANDBOOK

Key Objectives of this Manual:

- Understand the Mission Statement for the ACD;
- Understand the Requirements of the Volunteer Program;
- Understand the Types of Jobs NEEDED in our program;
- Understand the waiver requirements for volunteering;
- Understand certain confidentiality requirements in volunteering;
- Understand our relationship and responsibilities with the Shelter Vet;
- Understand the Code of Conduct in volunteering;
- Understand the policy regarding minors in the program;
- Understand the Dress Code when volunteering; and
- Understand the Benefits of volunteering.

MISSION STATEMENT

The mission of the Animal Control Department states:

Animal Control's mission is to work with the citizens of Terrell in keeping our city safe and healthy by timely enforcement of city ordinances as they pertain to the control and keeping of animals within the city limits of Terrell.

What does this mean?

In short, the Animal Control Department exists and public funding is provided in order that we work to keep our city safe from dangerous and vicious animals, as well as healthy and not exposed to risks posed by an uncontrolled animal population that may carry innumerable diseases, sicknesses and conditions. Additionally, we are responsible for the humane care, custody and disposition of animals collected as we perform this vital government function for our citizens. Our department, as well as our City Council, has publicly pledged to keep our commitment to the public while striving to never euthanize an animal in our care without first exhausting all reasonable efforts to seek the alternative. Our primary job is to rid the city of excess, stray and potentially unhealthy animals; however, in doing so we will maintain them and disposition them in the most humane and compassionate means possible. Return to responsible owner, adoption, rescue and euthanasia are our options for doing so. Euthanasia is our last alternative.

VOLUNTEER PROGRAM: REQUIREMENTS

Application Required

A volunteer program is only as good as the good citizens donating their time, efforts and expertise to the program—provided those commitments are matched with needs and working

together to achieve a clear goal. Due to this critical aspect of volunteering, the first requirement for our program is fill out an application form. (See Attachment A)

Local Police File Check

Applicants must understand a routine local police file check will be conducted on all volunteers. It is critical to the integrity of our program that only applicants with a background representative of a good citizen are accepted into the program. A driver's license check will ONLY be performed IF the applicant wishes to be eligible to drive a city vehicle. If the applicant wishes to drive a city vehicle, they must sign and acknowledge the Driver's License statement on the application form.

Orientation and Training

- All volunteer applicants accepted into the program must attend a short orientation program. The purpose of the orientation is to make volunteers familiar with all aspects of the Animal Control Department and the Animal Adoption Center. Additionally, this affords volunteers an opportunity to get to know the volunteer coordinator, ask pertinent questions and get an idea of where they believe they can help the most.
- After orientation and interview with Volunteer Coordinator, together it will be decided where and how to best utilize the contribution of the particular volunteer. At that time, the Volunteer Coordinator or other staff member will provide training, specific to the task to be performed.
- The Volunteer Coordinator shall be responsible for signing off that a new volunteer has been through orientation and received specific training for the task(s).
- Volunteers must be at least 16 years of age. If a volunteer is younger than 18 years of age, the volunteer must have a parent sign a Parental Consent and Waiver of Liability form. (See Attachment B)
- All volunteers must sign the Waiver of Liability form and the Volunteer Agreement form. (See Attachment C)
- We ask that all volunteers agree to work at least six (6) hours per month in some capacity of service for the ACD.
- Work should be scheduled, in advance, in a minimum of two (2) hour increments. It is important to Staff that volunteers have meaningful, planned, and needed work to do, so planning ahead helps us get the greatest return for your investment. In the event a volunteer finds free time and wants to work, a simply phone call ahead to see if it is possible will help us manage this requirement.

- All volunteer hours must be tracked and coordinated with the Volunteer Coordinator and volunteers are asked to commit to at least one (1) year's service.
- Volunteers must sign-in and out each time they work with the ACD.
- Volunteers are asked to adhere to the Code of Conduct policy.
- Volunteers must be willing to accept direction from, work with and follow instructions of ACD Staff.

JOBS TYPES AVAILABLE

As our services continue to evolve, we will have additional assignments available, but generally the following volunteer assignments are needed:

Dog Care/Socialization: Exercising, brushing and playing with the animals, as well as general socialization and behavior training is critical to shelter animals. Many times an animal can overcome “cage rage” or other behavioral maladjustment by frequent, regular human interaction. This service could be very critical in keeping a dog healthy in the shelter, especially if their time with us exceeds 45-60 days.

Cat Care/Socialization: Brushing, playing and socialization with cats is critical to their state of health while in the shelter.

Bathing/Grooming: Dogs that are clean and smell good are dogs that are attractive to prospective adoptive families. Washing and drying dogs/cats, combing out matted fur, as well as trimming nails and general grooming are beneficial to our goal. Prior experience is not a must, but it is preferred.

Special Events and Fundraisers: Numerous special events and fundraisers are held throughout the year in order to promote the program and assist with operating costs typically outside traditional funding programs in the budget. There are numerous roles to fulfill when planning, scheduling and running an event.

Clerical/Administrative Duties: We have a large volume of clerical responsibilities at the TAAC and in the ACD. Volunteers taking these tasks off our hands are extremely beneficial to our efforts and free Staff to continue working to maintain the environment at the shelter.

Shelter Assistant: Assist the Shelter Attendant with daily duties, including washing out pens, moving dogs/cats, washing food/water bowls, washing blankets and many other duties.

Pro Bono Professional Services: The TAAC regularly is in need of professional services, such as advertising, carpentry, photography, landscaping, yard maintenance and other services.

Public Education: If you have a gift or are comfortable giving public presentations on animals, animal care, responsible pet ownership, and many other topics, we would love to see you fill your niche. Public education in our world is the ultimate key to overall success.

Special Projects: Organize a special project, such as a donation drive for items such as blankets, towels, puppy pads, etc.

Marketing: We have a Facebook page. The key to our Facebook page is regularly monitoring and management, a consistent and positive image and message and generally marketing our dogs. We closely scrutinize and monitor this aspect of our work, but if you have the time and ability to contribute, we would love to hear from you and discuss it further.

LIABILITY WAIVER

It is very important for all volunteers to understand the city cannot be held liable for an unfortunate mishap that may occur while working as a volunteer. All volunteers should be familiar with the Liability Waiver, what it says and what it means. All volunteers must sign a Liability Waiver in order to participate as a volunteer.

CONFIDENTIALITY OF CERTAIN MATTERS

Like any government agency, the majority of affairs that take place with the ACD are a matter of public record. However, some of the circumstances we deal with are confidential in nature, such as Cruelty to Animal investigations, Dog Fighting investigations and the like.

Volunteers must be cognizant of this fact and respect the nature of the matters they be privy. When a volunteer has any doubt regarding the public nature of a situation, the volunteer should confer with the Volunteer Coordinator or Chief of Police. As a matter of professional practice, volunteers should consider their work and the information they become aware of while serving as a volunteer as confidential in nature. Information should be handled in a professional and business-like fashion at all times.

SHELTER VETERNARIAN

The ACD maintains a professional relationship with a local veterinarian, commonly referred to as the Shelter Vet. The Shelter Vet is awarded by bid for specific veterinarian services related to the Adoption Laws. The ACD is financially responsible for services provided under this awarded bid. A process has been established whereby the Shelter Vet will ONLY perform services as authorized by bid for adoption services. These services are charges at an agreed price. This price agreement is NOT AVAILABLE to other entities and the Shelter Vet will not perform these services for other entities at these agreed prices. The Shelter Vet will only perform services outside this agreed bid quote, when directed and authorized to do so by the Chief of Police. Requests for vet services outside the bid quote or not authorized by the Chief of Police will not be performed.

Additionally, the TAAC feeds our dogs a prescribed food product from Purina Corporation. We have a special agreement between the Shelter Vet and Purina Corporation to purchase this food at a veterinarian's rate. Also, this food program MUST be sponsored, monitored and overseen by a veterinarian. The Shelter Vet prescribes this food program and monitors it accordingly.

The City of Terrell does not budget for ANY vet services. ALL MONIES expended by the ACD or the TAAC for an animal, outside the pay-as-you-go adoption fees, come from donated funds. We routinely encounter animals that have minor, but nonetheless important medical problems. If we did not have these donated funds to use for these minor cases, these animals would otherwise have to be euthanized due to health reasons. We must manage and monitor these funds closely and cannot address every single health issue presented in the shelter, but we do regularly authorize vet services as we can pay for them. ONLY the Chief of Police can authorize these vet services and does so strictly on a case-by-case basis. These funds are not unlimited. Sometimes tough decisions must be made, in favor of doing the most good for other animals. All volunteers should be mindful of this nuance in our operations.

CODE OF CONDUCT

- Volunteers agree they work for the ACD department and must follow the directions, instructions and recommendations of the ACD Staff.
- Volunteers will treat Staff, Customers and other volunteers with the utmost respect at all times.
- Volunteers will not argue or challenge ACD Staff.
- Volunteers will do their best to represent the ACD and TAAC in a professional manner at all times.
- Volunteers will follow all ACD and TAAC policies to the best of their ability.
- Volunteers will follow all money handling procedures and policies at all times.
- Volunteers will never allow their personal beliefs or opinions to jade their performance while serving the ACD.
- Volunteers will take up all differences and disagreements through the Chief of Police.
- Volunteers will never criticize, speak ill of or otherwise discredit the ACD, TAAC or Staff in any public forum, website or other form of media.
- Volunteers will not show up for work under the influence of any substance, prescribed or otherwise.
- Volunteers will cooperate and work toward a common goal during their service to the ACD.
- Volunteers shall at all times adhere to and uphold the standards of the ACD.

MINORS WHO VOLUNTEER

- A minor is anyone younger than the age of 18.
- All minors serving as volunteers must be at least 16 years of age.
- All minors must sign the Volunteer Agreement form.
- All minors must have the Parent Consent and Waiver form signed by a parent.
- Minors will not serve as a volunteer without the consent of their parent.
- Minors shall not operate city vehicles for any reason or at any time.

DRESS CODE

The purpose of a dress code is:

- 1) To protect volunteers while serving the ACD, and
 - 2) To present volunteers to the public professionally.
- Volunteers will either wear issued Volunteer Clothing or wear clothing that is generally acceptable for the type of service they are providing.
 - Rock-concert like t-shirts or other wear bearing controversial or potentially controversial wording or phrases shall not be worn while serving as a volunteer.
 - Volunteers should wear clothing suitable for performing their work.
 - Volunteers should be mindful of the nature of a public animal shelter and be prepared to remove and wash their clothing before exposing microbes or other items picked up at the shelter in their home environment.
 - Volunteers should avoid wearing open-toed shoes when working with animals.
 - Safety equipment, such as coveralls and gloves, should be worn when recommended by Staff.

BENEFITS OF VOLUNTEERING

- Volunteerism is a great way to give back to your community.
- Volunteerism is a first-hand way to have an impact on the quality of services provided by the local government.
- Volunteerism contributes directly to your local government's ability to provide cost-effective, high-quality government services.
- Volunteerism can enhance your college, business or professional resume.
- Volunteerism can provide you unique on-the-job training opportunities.
- Volunteerism can provide you an opportunity to really contribute to a cause you believe is very important.
- Volunteerism can expand your knowledge base and allow you to network with great people of similar interests.
- Volunteerism can provide you with personal enrichment and fulfillment.
- Volunteerism provides incredible moral and psychological support to government staffers.
- Volunteerism can provide you with letters of recommendation for other endeavors in life.
- Volunteerism provides you an opportunity to give input and have an influence on the services provided by the local government.
- Volunteerism can help you help us make a difference in an animal's life!

Suggestions and Input

The Staff of the ACD and TAAC has various levels of experience and backgrounds in Animal Control Services, as well as other areas of local government. We are all very dedicated and committed to what we do. We try to provide the very best services we can in each aspect of our profession. Additionally, we take a great deal of pride in our work and do not take any decision we make lightly. However, what we all know is there are many different ways to accomplish the same goal. We are experienced enough to know, things can always be done better, faster and more effectively. We also know many heads thinking about a problem are much better than just a few.

If at any time during the course of your service to the ACD you have an idea regarding our programs or simply know it can be done better, we encourage you to tender your suggestion without hesitation. Remember we are the persons ultimately responsible for our services, so respect that position should we disagree or express some trepidation to your suggestion. Your suggestions will be given serious review and consideration.

Also, remember that people often times react negatively or with reservation when a suggestion is tendered in the form of harsh criticism or in a belittling manner. Offer criticism to us. We really do want to hear it, but please do so in a professional and considerate manner. We will respond enthusiastically and give your concerns serious thought and review.

Thank you for your service to the Animal Control Department.

Sincerely,

Jody L. Lay

Carol Smith

Jason Renfroe

Amanda Traister



Terrell Animal Control Department and Animal Adoption Center Volunteer Program

Hours of Shelter Operation*

Mon. 8am-5pm

Tues.-Thurs. 8am -7pm

Fri. 8am -6pm

Sat. 7am -4pm

Sun. 6am -3pm

We are also closed several Holidays.

*You may volunteer at the Shelter on any day simply by coordinating with the Volunteer Coordinator.

Hours Open to the Public*

Mon. 10am-5pm

Tues.-Thurs. 10am – 7pm

Fri. 10am – 6pm

Sat. 7am -4pm

Sun. 6am -3pm



Terrell Animal Control Department and Animal Adoption Center Volunteer Program

Attachment A

Volunteer Application

Please be as complete as possible in your answers. Be sure to print clearly in blue or black ink. Volunteers must be 16 years or older.

| | | |
|-----------------------|-------------------|----------------|
| First Name | Last Name | Date |
| Address | City | State |
| Zip Code | | |
| () Home Phone | () Cell Phone | () Work Phone |
| Email Address | Date of Birth | |
| Driver License Number | Emergency Contact | Phone |

EDUCATION

Please tell us a little about your educational background. Include any relevant training, vocational schools, workshops, etc.

| | | |
|----------------------|----------|----------|
| High School | Location | Training |
| College/Trade School | Location | Training |
| Graduate/Other | Location | Training |

EMPLOYMENT

Enter information about your employment history.

| | |
|------------------------------|-------|
| Current/Most Recent Employer | Phone |
| Description of Duties | |
| Previous Employment | Phone |

Experience

Do you have experience with:

Dogs Yes No Cats Yes No Office/Clerical Yes No Other (specify) _____

Please describe your experience:

Volunteering

Tell us why you want to be a volunteer for Terrell Animal Adoption Center (other than love for animals.)

Areas of Interest

Please choose areas you could commit to for 6 months in order of preference.

Adoption Education Office Event Planning
 Animal Care Foster Care Events (Day Of) Fund Raising

Personal

Please tell us a little about yourself and how you heard about us.

Schedule for Availability

Please list all hours that you are available on a weekly basis.

Please fill in SPECIFIC times.

Date available to start: _____

| Sun | Mon | Tues. | Wed. | Thurs. | Fri. | Sat. |
|-----|-----|-------|------|--------|------|------|
| | | | | | | |

Notes:

Dates & Times Available for Volunteer Interview

- 1. _____
- 2. _____
- 3. _____
- 4. _____

| | | |
|---|----------------|--------------|
| Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No | Approved Date: | Approved By: |
|---|----------------|--------------|



Terrell Animal Control Department and Animal Adoption Center Volunteer Program

Attachment B

Volunteer Agreement:

I hereby agree to accept a position in a voluntary capacity as a volunteer for the Terrell Animal Adoption Center (herein after referred to as TAAC).

I understand that the term VOLUNTARY refers to the way in which actions or services are rendered to the TAAC. Such actions or services are rendered to the TAAC with generous and charitable motives. No liability whatsoever will be incurred by the TAAC to anyone who performs voluntary actions or services.

I understand that the term VOLUNTEER means a person who freely chooses and renders services to the TAAC in a voluntary capacity.

- 1) I fully understand and agree to provide my services to the TAAC as a volunteer in a volunteer capacity without any express or implied promise of salary, commission, or payment of any kind whatsoever.
- 2) I fully understand and agree to provide my services to the TAAC as a volunteer in a voluntary capacity without any employment-type benefits, including but not limited to employment insurance programs, workers compensation accrual in any form, or sick, holiday, or annual leave time.
- 3) I fully understand that the TAAC handles large numbers of animals of unknown temperament on a daily basis. I agree to hold the TAAC harmless of any injury(s) or disease(s) which I might sustain from handling animals during the course of my volunteer duties.
- 4) I fully understand and agree to assume all risks involved in any and all duties that I perform for the TAAC. Such duties may consist of, but are not limited to, animal handling, custodial work, kennel staff assistance, and other foreseeable duties.
- 5) I agree to familiarize myself with the TAAC policies and procedures. I will fully comply with both the letter and the spirit of these procedures.
- 6) I fully understand that the TAAC expects high standards of moral and ethical treatment of animals under its care. I agree to strictly adhere to these standards in my voluntary capacity at the TAAC.
- 7) I fully understand and agree that failure to comply with any and all of the obligations outlined in this Volunteer Agreement, or for any reason whatsoever, while performing my voluntary services to the TAAC in a voluntary capacity, the TAAC at its sole discretion, may immediately terminate my volunteer services.

Volunteer Signature

Date



Terrell Animal Control Department and Animal Adoption Center Volunteer Program

Attachment C

Volunteer Liability Waiver

I agree to release, discharge, indemnify and hold the City of Terrell (TAAC) harmless for any and all damage to my personal property while performing as a VOLUNTEER in VOLUNTEER CAPACITY any and all duties for the TAAC.

I recognize that in handling animals at the TAAC in a VOLUNTEER CAPACITY there exists a risk of injury or sickness, including personal injury or harm.

On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify, and hold harmless the TAAC, its agent, servants and employees from any and all claims, causes of action or demands, of any nature or cause connected with my Volunteer Agreement. This might include connection with my VOLUNTEER services based on damages which may be incurred or sustained by me in any way. Such damages or injuries might include, but are not limited to animal bites, accidents, injuries, and personal property damage.

I understand that public relations are an important part of volunteering at the TAAC.

I agree, therefore, on behalf of myself, my heirs, personal representatives, and executors to allow the TAAC to use any photograph or video recording taken of me for use in public relations efforts.

Any photographic or video images which I produce, in a VOLUNTARY CAPACITY, will become the sole property of the TAAC and as such, they may use them in any ways they see fit. The TAAC will use reasonable efforts to notify me but such notification is not a condition of use under the auspices of the TAAC.

I will not, under any condition, serve as a TAAC volunteer while under the influence of drugs, alcohol or any other substance.

I will allow the TAAC to run a background check at their discretion. Over the course of volunteering, I may deal with confidential and/or protected information, i.e. donor and adopter data, and hereby agree to fully respect the TAAC non-disclosure policy of said information. Failure to do so may lead to penalties up to termination.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE VOLUNTEER AGREEMENT AND LIABILITY WAIVER RELEASE AND THAT I WILL COMPLY WITH THE SAME.

Signature of Volunteer

Date



Terrell Animal Control Department and Animal Adoption Center Volunteer Program

Attachment D (Two Pages)

Volunteer Liability Waiver (MINOR)

I agree to release, discharge, indemnify and hold the City of Terrell (TAAC) harmless for any and all damage to my personal property while performing as a VOLUNTEER in VOLUNTEER CAPACITY any and all duties for the TAAC.

I recognize that in handling animals at the TAAC in a VOLUNTEER CAPACITY there exists a risk of injury or sickness, including personal injury or harm.

On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify, and hold harmless the TAAC, its agent, servants and employees from any and all claims, causes of action or demands, of any nature or cause connected with my Volunteer Agreement. This might include connection with my VOLUNTEER services based on damages which may be incurred or sustained by me in any way. Such damages or injuries might include, but are not limited to animal bites, accidents, injuries, and personal property damage.

I understand that public relations are an important part of volunteering at the TAAC.

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I will allow the TAAC to run a background check at their discretion. Over the course of volunteering, I may deal with confidential and/or protected information, i.e. donor and adopter data, and hereby agree to fully respect the TAAC non-disclosure policy of said information. Failure to do so may lead to penalties up to termination.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE VOLUNTEER AGREEMENT AND LIABILITY WAIVER RELEASE AND THAT I WILL COMPLY WITH THE SAME.

Signature of Volunteer (Minor)

Date

Signature of Parent or Guardian

Date



Terrell Animal Control Department and Animal
Adoption Center Volunteer Program

Attachment D (Two Pages)
Volunteer Liability Waiver (MINOR)

PARENT OR LEGAL GUARDIAN OF VOLUNTEERS UNDER THE AGE OF 18:

As a parent or legal guardian of the above named volunteer on page one of this two page agreement, I hereby give my consent to allow my child/ward to perform volunteer services for the TAAC as described within the Volunteer Agreement, Volunteer Application, and Liability Waiver Release; and I fully understand and agree to all terms and conditions as set out in the above mentioned articles, and have, to the best of my ability, explained them to my child/ward.

I have paid particular attention to the Release section herein.

Signature of Parent or Guardian

Date

| | | |
|---|----------------|--------------|
| Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No | Approved Date: | Approved By: |
|---|----------------|--------------|