



# ***ANIMAL SERVICES***

3120 Martin Way • Olympia, WA 98506-4950 • (360) 352-2510

TO: Court-ordered Community Service Volunteers

FROM: Chandra Mincher  
Education and Volunteer Coordinator

Thank you for considering the Animal Shelter as a location to serve your community service hours. The Shelter can use your time.

Please read the enclosed materials and fill out the forms completely. I have included information on applying to be a volunteer, the expectations for court-ordered community service volunteers and the code of conduct for all volunteers. **Please take the time to read the entire packet.**

After your background check has cleared, I will call you to schedule your first volunteer session. Please bring the enclosed forms and your court referral paperwork to this session. If you have any questions in the meantime, you can reach me at 352-2510, ext. 1009 or [chandram@jointanimalservices.org](mailto:chandram@jointanimalservices.org).

## **As a court-ordered community service volunteer, you must:**

- Be at least 18 years old.
- Have at least 60 hours of court-ordered community service. If you have less than 60 hours, you must talk to the volunteer coordinator to see if other arrangements can be made.
- Perform at least 2 hours of work per week, unless arrangements have been made in advance. Failure to do so may result in termination.
- Wear your name-tag visibly at all times.
- Remain constructively busy while at the Shelter. Socializing is to be kept to a minimum and “wandering around” is not permitted.
- Accept the assignments given to you. Court-ordered community service volunteers are often called on to do projects for the shelter that do not include hands-on time with the animals.
- Take smoke-breaks, lunches or other breaks on your own time. Breaks and lunches do not count toward your hours. Be sure to subtract these from your daily total.
- Keep correct and legible time sheets. Record the date, the time you came in, the time you left and your daily total. Ask a staff member to initial your time sheet at the end of each day you come in. Failure to do so will result in no credit given for those hours.

## **Volunteer Application Process:**

- Pick up an application at Animal Services or download one from our webpage.
- Fill out the application completely and bring it with you to orientation. We cannot accept incomplete forms.
- Attend a volunteer orientation. These orientations last 1-1<sup>1/2</sup> hours and cover basic information about volunteering and Animal Services. Dates and times of upcoming orientations can be found on our webpage or by calling the shelter.
- The City of Lacey requires a back-ground check run on all applicants. After you attend orientation, we will submit that paperwork.
- After your background check has cleared, we will call you to schedule your first volunteer shift. This will give you an opportunity for hands-on training.

Thurston County • City of Olympia • City of Lacey • City of Tumwater



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## COMMUNITY SERVICE AGREEMENT

I, \_\_\_\_\_, certify that all the information I have provided in applying for a community service assignment at Animal Services is true. I understand that if any information has been withheld or falsified, I will be immediately dismissed.

I further understand that failure to comply with any of the following will result in my immediate dismissal (please initial each of the following):

\_\_\_\_\_ I have \_\_\_\_\_ hours of court-ordered community service. I must volunteer a minimum of 60 hours at Animal Services before any paperwork will be signed by shelter staff attesting to the hours I have volunteered.

\_\_\_\_\_ I must perform the agreed-upon hours of work each week, unless arrangements have been made in advance with the Education and Volunteer Coordinator;

\_\_\_\_\_ I must wear my name-tag visibly at all times;

\_\_\_\_\_ I must remain constructively busy while at the Shelter. I will not socialize or “wander around;”

\_\_\_\_\_ I will accept the assignments given to me.

\_\_\_\_\_ I will take smoke-breaks, lunches or other breaks on my own time. I will subtract these from my daily total; and

\_\_\_\_\_ I will keep correct and legible time sheets, recording the date, the time I came in, the time I left and my daily total. I will ask a staff member to initial my hours each day. Failure to do so will result in no credit given for those hours.

I acknowledge that Animal Services reserves the right to terminate this agreement at any time without cause.

\_\_\_\_\_  
Community Service Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Education and Volunteer Coordinator

\_\_\_\_\_  
Date



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## **CODE OF CONDUCT FOR VOLUNTEERS**

- Bring my best skills and abilities to my volunteer work
- Exercise caution and common sense when dealing with shelter animals. Safety first for volunteers and for animals!
- Treat all animals with kindness and respect
- Support the mission, goals and efforts of Animal Services with a positive attitude
- Approach my volunteer responsibilities with professionalism
- Promote goodwill by handling contacts with staff, other volunteers, and visitors in a spirit of courtesy and cooperation
- Remember that as a volunteer I am advocating for animals and Animal Services in the community
- Correct, when possible, misleading or inaccurate information and representations made by others concerning Animal Services policies, practices and procedures
- Maintain confidentiality of all information I may receive while at the shelter, written or verbal, pertaining to animals or people
- Observe all safety and security rules in the performance of my volunteer job duties. Report all problems concerning animals, visitors or the environment immediately
- Animal Services property, services or supplies are not available for personal use. If in doubt, ask staff
- Become familiar with and abide by all policies in the volunteer handbook and any postings or handouts that are provided by Animal Services
- Contact the Volunteer Coordinator immediately if I feel discriminated against or harassed by someone in connection with my volunteering
- Avoid engaging in any conduct that could be perceived as a conflict of interest
- Contact the Volunteer Coordinator if there are any questions or concerns about Animal Services policies, procedures, interpersonal communications or my volunteer responsibilities
- In order to remain in good standing, I understand I am required to adhere to the Code of Conduct for Volunteers

Name (print): \_\_\_\_\_

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

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