

# Volunteer Application

Thank you for choosing to volunteer at Palm Beach County Animal Care and Control! Volunteers play an essential role both here at the shelter, helping care for our shelter animals, and out in the community educating others, encouraging responsible pet ownership and sharing the joy of animal companionship. Please complete the following application to join our volunteer team **(Minimum age to volunteer at the shelter is 16 years old)**:

(Please Print Clearly)

Name: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mailing Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ DL # \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**We do require a meaningful time commitment to volunteering, and we ask that you commit to one, 4 hour shift per week (with the exception of some positions) for a minimum of 6 months.**

Are you able to commit to this? No Yes

Do you have special talents, skills or training that would help as a volunteer?

Have you **ever** been charged with or convicted of any criminal offense, plead guilty, or nolo contendere (no contest), or found guilty of a criminal offense, regardless of adjudication or suspended sentencing?

( ) Yes ( ) No If **yes** list nature of offense, court (City, County, and State), disposition, and date.

*I understand that incompleteness in disclosure of criminal records or any falsification or misrepresentation on any forms is grounds for disqualification from the volunteer program.*

Do you have a health or medical situation that would be affected by volunteering at the shelter? No ( ) Yes ( )

If yes, please explain so that we can try to accommodate you \_\_\_\_\_

Please note, as registered volunteer you consent to the possibility of appearing in still or motion pictures, and your name and/or photo may be used for educational, promotional, or other purposes related to the mission of the organization.

Working in an open admission animal shelter where we accept any animal in need is emotional. For animals that are suffering from disease, injury or other infirmities, those that pose a safety threat, or those for which a caring home cannot be found, euthanasia is the most humane alternative. We ask that you consider all our work here at the shelter and we understand if you prefer not to work directly with the animals but still want to help in an administrative capacity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Palm Beach County  
Providing the Community's Finest Services

Palm Beach County  
Public Safety Department  
Animal Care & Control Division  
7100 Behedere Road  
West Palm Beach, FL 33411  
(561) 233-1200  
www.pbc.gov.com/animal





**WAIVER OF LIABILITY  
& HOLD HARMLESS  
AGREEMENT**

I \_\_\_\_\_ understand and agree that volunteering at the Palm Beach County Division of Animal Care and Control may subject me to various risks and dangers and agree to protect, defend, reimburse, indemnify and hold Palm Beach County, its agents, officers, employees and elected officials harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during, as a result of, or in connection with my participation as a volunteer.

I hereby assume the risk of participating as a volunteer at the Palm Beach County Division of Animal Care and Control and hold Palm Beach County, its agents, officers, employees and elected officials harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise due to their acts, errors or omissions resulting in bodily injury, including death, or damage to my property incident to or in connection with my participation in the volunteer program. Additionally, authorization is hereby given for emergency medical care rendered to me.

I agree to release, indemnify, and defend Palm Beach County and its officials, officers, employees, and agents from and against any claim that I, my parents or legal guardian or any other person may have for any losses, damages, injuries or death arising out of or in connection with my participation in this volunteer program.

I indicate by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Agreement and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Agreement shall be governed by the laws of the State of Florida. If any portion of this Agreement is held invalid, the rest of the document shall continue in full force and effect.

**Volunteer Name** \_\_\_\_\_  
(Please Print)

**Signature** \_\_\_\_\_  
(Volunteer if over 18 or Parent/Legal Guardian)

## Volunteer Code of Ethics

Here at Palm Beach County Animal Care and Control, we recognize that our volunteers are the heart and soul of our organization. Our mission would be impossible to accomplish without the sacrifices that you make on behalf of the animals. By offering your time and talent, you improve the quality of life for the animals until they find their forever home.

As a volunteer representing Palm Beach County Animal Care and Control, your conduct and interaction with staff, other volunteers and the public is expected to always be professional and courteous. In volunteering, you are making a commitment to customers, staff, and the animals to treat them with respect even though you may not agree with their actions or opinions.

### As a Volunteer, I pledge to

- Become familiar with ACC policies and procedures, and uphold their philosophy and standards. I will seek clarification from Volunteer Management or staff when required.
- Communicate any job-related problems, concerns, differences of opinion, conflicts or suggestions to the Volunteer Services Coordinator, Shelter Management, The Director or designee.
- Deal with all animals under the care of ACC in accordance with ACC's high standards of moral and ethical treatment.
- Treat customers, staff, and other volunteers with respect even if I may not agree with their actions or opinions. This includes conversations and interactions online and through social media networks. (Facebook, Twitter, Instagram, etc.)
- Display courtesy, sensitivity, and compassion for people and animals.
- Strive to promote a positive environment.

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Volunteer Signature:

Date:

# Volunteer Rules

## I understand and agree to the following (Please Initial each line):

\_\_\_\_\_ I will assist staff in training and socializing shelter pets for adoptions, assist with reuniting lost pets with their owners, and promote responsible pet ownership and humane treatment of all animals.

\_\_\_\_\_ I understand that my approval to work as a volunteer at PBC Animal Control is dependent on a law enforcement background check. I understand that I am receiving a photo ID badge and that I am responsible for this badge until the completion of my hours. I understand that I must wear this badge conspicuously on my body while completing my volunteer hours.

\_\_\_\_\_ I understand that I will be required to wear appropriate clothing while completing my volunteer hours. A long or short sleeved t-shirt, jeans or capris, and closed toed shoes are required. No shorts which are more than six (6) inches above the knee, jeans or pants with holes or rips, spaghetti strap tank tops or open toed shoes are permitted to be worn while completing volunteer hours.

\_\_\_\_\_ I understand that I will sign in and sign out daily on the Volgistics computer terminal. Each person is responsible for signing themselves in and out for the day. Once I have signed in, I will proceed to the Volunteer Coordinator's office to pick up a set of keys that will be returned once I have finished volunteering for the day.

\_\_\_\_\_ I will communicate any job-related problems, concerns, differences of opinion, conflicts or suggestions to the Volunteer Coordinator or supervisor over section in which I am volunteering.

\_\_\_\_\_ I will not use the word "Kill" or refer to ACC as a "Kill Shelter" or use disparaging comments at ACC or post disparaging comments on social media.

\_\_\_\_\_ I agree to post only management-approved animals on social media sites for the purposes of helping to get them adopted or fostered. I will refrain from posting any information about animals that have not been approved for adoption, foster or rescue without express permission from the Director or the designee. (This includes my personal sites).

\_\_\_\_\_ I will refrain from posting any information about animals which are the subject of any Investigation, Court Case, or Special Hold.

\_\_\_\_\_ I understand and accept that not every animal will be saved. I will be respectful of the employees who must make the hard decisions on euthanasia and must not criticize or disparage either the shelter or the staff while volunteering or publicly on social media. By initialing, I am agreeing to follow this and all policies & procedures in place for the division.