

KEEP THIS INFORMATION

Aggieland Humane Society

5359 Leonard Road, Bryan 77807 979-775-5755 ext. 106 www.aggielandhumane.org
Volunteer Coordinator- Bailey Teter outreach@aggielandhumane.org

Hours Available to Sign Up

Court Appointed Only

(Please see the website for a description of accepted cases)

Monday – Friday 7-11 am, 2-6 pm

Saturday 8am-3pm

Sunday (closed to the public) 8am-10am

-Sign in each day on the clipboard!

-You must complete your individual time sheet **each** day you work at the animal shelter (located in the green binder)

-**Each** day a staff member must initial your time sheet **BEFORE** you leave that day.

-A supervisor will sign off when it is completed.

-You are responsible for your own hours.

-You turn in your own hours to the court.



-You are required to sign up for a time to work. You may not call or e-mail to pick up shifts.

-The only way to sign up is to come to the animal shelter in person and sign yourself up for shifts.

-Sign up for at least a 2 hour time period, but you may sign up for more than 2 hours.

-Occasionally days are full, do not wait until last minute to schedule work days

-If you cannot make the time you signed up for, *you must email Bailey at*

outreach@aggielandhumane.org and cancel.

-You WILL be dropped from the program for missing more than 2 scheduled times without appropriate notice.

-Do not park directly in front of the building, please park behind the “Welcome Center.”

-**Dress code is enforced**-Jeans, close-toed shoes, and a neon green volunteer t-shirt. You **must** wear a nametag while working.

-**Leave your cell phone in your vehicle!** You are not allowed to have them while serving your hours.

-If you are bitten or scratched, a staff member must be notified immediately and a report filed.

-At anytime you may be terminated at the discretion of the Director or Supervisor.

→During non-business hours (before 11am and Sundays) you will enter and exit through the closed front gate, opening the gate, drive through and closing it behind you. The gate will be latched, but not locked.

**Don't Buy Love,
ADOPT IT**

Court Appointed Community Service Application



Date: _____

Name: _____

Local Address: _____ City: _____ State: _____ Zip: _____

Permanent Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Are you at least 18 years old?

Yes

No

If you are NOT 18, you must inform Bailey prior to orientation

Emergency Contact: _____ Relation: _____ Phone Number: _____

Required Court Contact Information

Please attach a copy of your citation. We only accept Class C Misdemeanors. We do not allow violent, theft, or drug related charges.

Offense: _____

(What did you get a ticket for?)

Court:

Justice of the Peace, Name: _____

Precinct Number: _____

College Station Municipal Court (Krenk Tap Road)

Bryan Municipal Court

Other: _____

Court Phone Number: _____

Number of hours Required: _____

Deadline: _____



Minor (Under 18)

Volunteer Agreement and Release of Liability

Please initial through each box.

- I understand I must be present at all time to supervise the Junior Volunteer listed below. (Under 16 years of age)
- I agree I will be responsible for seeking medical attention for the Junior Volunteer in the event of an emergency.
- I understand the Aggieland Humane Society carries medical insurance for volunteers injured while performing volunteer services.
- I know that in order to make a claim under the Aggieland Humane Society's medical insurance policy, I must use the medical provider(s) stated in such insurance policy, which may not be the provider(s) I normally frequent.
- I understand the Junior Volunteer is not covered under the Aggieland Humane Society Worker's Compensation policy.
- I give permission for the Aggieland Humane Society to use any photographs taken for use in publication, educational or advertising purposes designated by the Aggieland Humane Society.

Junior Volunteer Name (print) _____

Date Of Birth _____

Parents/Guardian Name (print) _____

Parent/Guardian Home phone () _____

Work phone () _____

I have read, understand, and agree to the statement set forth above. I, as the legal guardian or parent of the Junior Volunteer, do hereby release any claims, cause of action, or damages I may have against the Aggieland Humane Society for injury to the Junior Volunteer while performing volunteer services. I certify the information I have provided is correct and complete.

Parent/Guardian Signature _____ Date _____

Court Appointed Timesheet

Please fill out ALL of the following information

Write the
First Initial
of your Last
Name HERE:

Your Name: _____ Hours Completed: _____ Date Completed: _____
 Judge's Name: _____ Did not show on: _____
 Hours Required: _____ Comments: _____
 Deadline: _____ Agency Supervisor: _____

Date	Sign In Time	Staff Initial	Sign Out Time	Staff Initial	Time Completed (Hours:Minutes)



Volunteer Confidentiality Agreement

- I recognize that any and all information shared with me as part of my duties as a volunteer is confidential and shall not be divulged to unauthorized individuals, agencies, or organizations.
- I will not copy, transcribe, record, or memorize confidential information in any manner, nor disclose or use such information for any purpose other than for the limited purpose of providing the assigned services at the Aggieland Humane Society.
- I hereby absolutely and unconditionally release and discharge Aggieland Humane Society, including its employees, successors, assigns, directors, officers and agents, from and against any and all claims, obligations and liabilities, of every nature and kind whatsoever, relating to or arising from my participation with the Aggieland Humane Society volunteer program including, but not limited to personal injury.
- Only serve as agency representative in the community or media spokesperson when authorized to do so by the Director of Volunteer Services.
- Correct, when possible, misleading or inaccurate information and representations made by others concerning Aggieland Humane Society policies, practices and procedures.
- Maintain and safeguard the confidentiality of all business, donor, employee, volunteer and animal records, credit and financial information and/or any information relating to the operation of the agency that is not known or readily accessible to the public.
- Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using the Aggieland Humane Society property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.
- Contact the Volunteer Coordinator if I have any questions or concerns about the Aggieland Humane Society's policies, procedures, interpersonal communications or my volunteer responsibilities.
- In order to remain in good standing, I understand that I am required to consistently adhere to the Volunteer Code of Conduct.
- I understand that any unauthorized release of photographs taken in or around the Aggieland Humane Society can result in dismissal from the volunteer program and legal action may occur.
- I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.
- I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

Signature of Employee/Student/Volunteer

Date

Signature of Staff Witness

Date