



PO Box 13

Stroudsburg, PA 18360

570-421-DOGS

www.awsomanimals.org

VOLUNTEER HANDBOOK

Welcome Message

Thank you for giving your time as a volunteer to help change the life of an animal in need. AWSOM recognizes the value of your time and the importance of you being happy and fulfilled in the volunteer work that you perform.

We have many fabulous opportunities in which you can participate. The volunteer job descriptions are outlined in a later section of this handbook. We accept volunteers ages 18 and older and ask for a commitment of time in accordance with the schedule you and the Volunteer Coordinator develop. Volunteers younger than 18 must be accompanied by a parent or guardian and must have permission from the Volunteer Coordinator to perform their specific duties. Younger volunteers can also perform fundraising activities at their schools.

The goal of this handbook is to allow you to feel comfortable with our organization. We depend on you as your success is our success! We truly believe that you will enjoy your volunteer work as well as meeting your fellow volunteers with whom you share similar interests. We ask that you read this handbook carefully, and refer to it whenever questions arise.

Sincerely,

AWSOM Board of Directors

AWSOM Mission Statement

The Animal Welfare Society of Monroe seeks to accommodate Monroe County's stray, homeless, neglected or abused animals. Our shelter strives to take in all companion animals and, with the assistance of rescue and foster organizations, veterinary services and pet behaviorists, evaluate and care for each one. Our adoption program connects pets with loving families. We strive to end the pet overpopulation problem, which leads to abuse and neglect, through a spay/neuter program. We foster enriching relationships between people and animals through education and advocacy while setting a positive example for a humane path toward life. We are forging a new lifesaving consensus of hope in Monroe County which rejects the unnecessary killing of homeless animals.

Our Brief History...

In November 2009 AWSOM officially opened doors and hearts to Monroe County's needy animals! We are a licensed, 501c3 nonprofit organization.

Monroe County now has its very own animal shelter and together we have opened our doors to so many loving families – families who have given our orphaned animals a home to call their own!

Each year we have taken in over 1000 animals as strays or owner surrenders. These animals have found their forever families due to the extraordinary efforts of ordinary people in Monroe County. We are Monroe County's only shelter. All of our adoptable animals remain at the shelter or in foster care until their forever homes are found.

We are eternally grateful to the hardworking staff, the network of dedicated volunteers, the tireless veterinarians and the amazing community that has embraced our vision and supported our dream.

For all your help in the past, present and in the future, we sincerely thank you.

AWSOM: A No-Kill Shelter

The Animal Welfare Society of Monroe operates as a no-kill shelter. Simply, this means that NO animal will be euthanized due to lack of money, space or other resources. ONLY those animals received in a condition of terminal illness or mortal injury that are beyond clinical redemption and/or animals that are deemed aggressive and/or dangerous to the public and cannot be successfully rehabilitated are humanely euthanized. This is done ONLY with a veterinary recommendation.

AWSOM Adoption Program

AWSOM is open to the public seven days a week for adoptions. Additionally, we hold off site adoption events to reach people who may not know of our services and to increase community awareness of our shelter.

All animals up for adoption are available to potential adopters during normal hours of operation, typically 11AM-5PM. Potential adopters may also visit our website at awsomanimals.org to view our animals.

A potential adopter must first complete a pre-adoption form, which allows staff to make calls to veterinarians and/or landlords to determine the suitability of the adopters. Completion of this form also enables a family to take a dog outside on a leash.

If approved and a match is made between adopter and animal, the adoption form is completed at which time the adoption may be finalized. Adoptions include up-to-the date vaccinations; a microchip (dogs) and a voucher for spay/neuter services, if applicable. A deposit may be required for spay/neuter services in addition to the adoption fee. This deposit will be refunded when the completed voucher is returned with veterinary signature. Veterinary care after the adoption date is the responsibility of the owner.

Final decision for adoptions is up to the Shelter Manager. Volunteers are not involved in the adoption decision making process. Questions from families about adoption decisions should be directed to the Shelter Manager.

Keys to Successful Volunteering

- Familiarize yourself with, and adhere to AWSOM's policies
- Familiarize yourself with the facilities so you can direct visitors to the appropriate animal areas (IE puppy/small dog room, cat house)
- Discuss behavioral observation of the animals you are working with if there are concerns
- Report any signs of illness in an animal to a staff member
- Wash your hands in between handling each animal to protect the animals against the spread of disease
- Enjoy the animals; they enjoy YOU!

Volunteer Guidelines

All volunteers must go through an individual or group orientation, receive a volunteer handbook and sign the volunteer waiver before beginning service.

Volunteers are asked to commit to work 8-12 hours a month on site at the shelter. Additional hours may be needed for offsite adoption and fundraising events.

Volunteers must sign in at the volunteer desk by the shelter front door.

Volunteers must wear a name badge identifying them as an AWSOM volunteer. These can be found next to the sign in book on the volunteer desk.

Volunteers must maintain a neat and clean appearance with appropriate footwear.

Volunteers must store personal items in your car or leave at home since there is no other convenient (and secure) place to store them. AWSOM is not responsible for any lost or stolen items.

Animals are to be treated kindly, gently and professionally at all times.

Volunteers are not permitted in the shelter office.

Volunteers are not permitted to use cell phones when they are working with the animals.

Volunteers will have access to the on-line volunteer calendar and the on-line volunteer forum. This will allow you to see when you are scheduled to volunteer, upcoming events and general discussions.

As an AWSOM volunteer, you will be asked to support our programs and services; to abide by the policies and procedures of AWSOM thereby presenting a positive image of AWSOM to the public.

If you agree to participate in an activity or event, you are expected to adhere to that commitment. If you cannot make a scheduled time, please inform the Volunteer Coordinator and try to find another volunteer to substitute.

All volunteers are expected to maintain confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. This includes information that may involve board members, other volunteers, adopters or potential adopters and/or the overall business of AWSOM.

Any contact with the media must be brought to the attention of the Shelter Manager, Volunteer Coordinator or to a board member. Media includes anything printed, broadcast or televised about AWSOM. A staff or board member may ask you to participate in interviews with the media, but volunteers are not permitted to meet with the media unless authorized by a board member.

Suggestions to improve programs and procedures are always welcome. Please use the suggestion box near the front door of the shelter.

Injuries

If you are injured while volunteering at AWSOM, report the injury immediately to a staff member who will ask you to complete an incident report. You may be referred to seek medical attention from your own doctor. First aid kits are located in the shelter office for minor cuts or scratches.

It is especially important to report all animal related injuries and/or bites immediately. Appropriate quarantine procedures for the animals may need to be followed.

Conflict Resolution

We believe that the best way to handle any misunderstanding is to communicate honestly about it as soon as it happens. That is why we have an open door policy for bringing volunteer concerns to the attention of the people who can best address them.

Although we believe that good communication among all volunteers will help prevent most concerns from arising, if you have a question or concern, please follow these steps:

1. Speak to the Volunteer Coordinator about your concern. You and the Volunteer Coordinator are encouraged to talk things over and resolve difficulties whenever you can. A frank talk is usually the easiest and most effective way to deal with the problem.
2. If your concern or it is a subject that you prefer not to discuss with the Volunteer Coordinator, make an appointment with the Shelter Manager. The Manager can help you and the Volunteer Coordinator to gather the facts objectively and settle the matter. You should write down your issue and present your position to the board member. The board will review all the facts, make a decision, and inform you of his/her decision in writing after the next scheduled board meeting, unless a complete investigation requires more extensive review or the situation is deemed an emergency requiring immediate action.

Corrective Action Process

AWSOM reserves the right to terminate a volunteer's connection with the organization at any time. However, the Volunteer Coordinator may provide verbal counseling and/or a written warning prior to termination, but is not required to do so.

Verbal Counseling

When a performance problem is first identified or inappropriate behavior is displayed, it should be brought to the attention of the volunteer as soon as possible. Informal discussion between the Volunteer Coordinator and the volunteer will often suffice as the corrective action needed for the infraction.

The Volunteer Coordinator will make and retain a written record of this conversation that summarizes the issues discussed and the date of the meeting.

Termination

If the volunteer's performance continues to deteriorate or corrective action is not adhered to, the Volunteer Coordinator will, after consultation with the board, prepare and deliver to the volunteer a memorandum summarizing all previous corrective actions and the specific problem(s) that warranted the termination action. Possible reasons may include:

- Failure to adhere to volunteer handbook guidelines
- Conduct on duty which would be detrimental to the organization and/or the animals, including any breach of confidence
- Conduct off duty which would adversely affect the organization
- Reporting to an event under the influence of drugs or alcohol
- Theft of property or funds
- No call/No show for two events or shifts
- Any abuse or mistreatment of animals
- Releasing of confidential information
- Gross misconduct or insubordination

If you should decide not to volunteer with AWSOM any longer, we would appreciate it if you would please send the Volunteer Coordinator an email (volunteercoordinator@awsomanimals.org) to let us know.

AWSOM Volunteer Positions

Dog Handler/Walker- These positions are needed on a daily basis. Volunteers walk/exercise and socialize the dogs. Positions are scheduled throughout the day. Must be familiar with the dog walking protocols listed in this handbook. Dog handlers/walkers are also needed at offsite adoption events as scheduled.

Kennel Assistant- These positions are needed on a daily basis. Volunteers will assist staff in cleaning the kennels and the small dog cages in order to get the shelter ready to open to the public. Positions are scheduled in the mornings. Must be familiar with the cleaning protocols listed in this handbook.

Cat Assistant - These positions are needed on a daily basis. Volunteers will assist staff in cleaning the cat cages and the 2 cat rooms in the cat house in order to get the shelter ready to open to the public. Positions are scheduled in the mornings. Must be familiar with the cleaning protocols listed in this handbook.

Foster Care- (as needed). These positions are for individuals who can welcome an animal into their home on a temporary basis. These animals may be sick, injured, pregnant or otherwise not suitable to live at the shelter. Foster care may also be needed when the shelter is at capacity. Additional foster application must be completed. Weekly updates on fostered animals must be provided to the volunteer coordinator.

Socializing Cats – This position is available to volunteers of all ages. The cats enjoy people visiting them and playing with them. These shifts can be scheduled at any time through the volunteer coordinator.

General Cleaning –This position is needed throughout the day. Volunteers can wash dishes and bowls, sweep the floors and other general cleaning as well as organize the drop off donations that are housed in the shelter garage and the house.

Fundraising- This position assists in raising money for the shelter and can include large event planning, developing income generating programs, memberships and/or other projects as determined by the fundraising chair. Fundraising meetings are generally held in the evenings throughout the year.

Event Volunteers –This position is usually seasonal. Volunteers are needed to work at the tables at off site adoption events to sell items and provide the public with information about AWSOM. Usually scheduled late mornings-mid afternoon, but can vary according to the event.

Greeters- This position will welcome visitors to the shelter and direct them to the appropriate location (kennels, small dog/puppy room, cat rooms or cat house). Greeters are needed to welcome all of our visitors with a smile and to make them feel welcome. This is most needed during hours of operation on weekends, which are the shelter's busiest days.

Groomers/Bathers- This position is needed to groom and/or bathe dogs. Often these dogs are new to the shelter and may not have been groomed or bathed in a while. Experience in this area is a must!

Maintenance/Repairs- This position involves both inside and outside work and may include lawn maintenance, snow plowing, landscaping or handyman issues inside the buildings.

Administrative (as needed)- This position includes maintaining the AWSOM website, corresponding with donors, preparing mailings and other projects

Veterinary Transport (as needed)- This position involves transporting animals to area vets for sick visits. Valid PA driver's license with no violations is required.

Special Projects – This position would involve special volunteer projects which may include Scouts, school or community groups. These projects must be scheduled through the Volunteer Coordinator. These may also include community service volunteers.

The Volunteer Coordinator will determine what openings are available in the above categories.

AWSOM Cat Cleaning Protocol

Stock cart with needed supplies such as litter, water, adult food, kitten food, litter pans, clean bowls and disinfectant. We like to use Purina Cat Chow and Purina Kitten Chow. We have gloves available if you would like to protect your hands.

You can try to work around a cat or place cat in an empty carrier while cleaning.

Remove newspaper, blankets, water bowls and food bowls from cage. If the newspaper can be used again just shake off any excess litter; otherwise replace with dry newspaper.

Shake any excess litter or fur from bedding. Bedding can be reused if not soiled.

Dump water. If bowls aren't dirty they can be reused or replaced with clean bowls. Refill water bowl with fresh, cold water and food bowl with fresh food.

Sweep out any excess litter. If there is noticeable dirt on the walls, spot clean with bleach water or Roccal disinfectant (Make sure walls are dry before cat comes back into cage).

Clean our litter boxes. Either dump completely if really dirty or scoop if possible. We try to use non-clumping cat litter in the shelter. When filling littler boxes use enough litter to fill the bottom of the pan. Do not fill litter box completely. The boxes are changed daily and we save litter this way.

Replace newspaper on floor of cage. Replace bedding, food bowl, water bowl and litter box.

Put cat back if it was placed in a carrier. Wipe down carrier with Roccal disinfectant between cats.

Make sure cage is locked and clean off cart when finished.

AWSOM Dog Cleaning Protocol

Please review the protocols are outlined on the next 2 pages. AWSOM uses 2 cleaning solutions on a rotating basis; Kennelsol and bleach.

How to Clean a Dog Kennel

Sheltering "HOW TO" SERIES

Like disinfecting a cat cage, cleaning a dog run is a relatively simple, everyday task. Do it correctly and you ensure your canine residents a healthier, less stressful stay. But do it incorrectly and you essentially put out a welcome mat for all the germs and bacteria that can make life miserable for the dogs—and for you.

Plan cleaning and other activities with "life-stage groupings" in mind: Clean the kennels of puppies first, adult dogs second, and sick or injured dogs last. Use a separate set of cleaning equipment for each life-stage group or thoroughly disinfect the items after every step.



1: Okay, Everybody Out

Before cleaning each kennel, place the dog in a clean, empty run or in a separate holding area. (The dog should never be left in the kennel while you hose it down.) Remove food and water bowls, bedding, and toys. Soak bowls in disinfectant according to label directions, then rinse and air-dry each item prior to reusing (or use a dishwasher to accomplish the same work). Clean blankets in a washing machine and keep toys with the same dog throughout his stay, then disinfect or dispose of the toys afterward.



2: Get the Scoop

Rid the kennel of all solid waste such as feces and hair. Then rinse the cage thoroughly with hot water.

3: Solution Dilution

Before applying the disinfectant, carefully read the product label and be sure to dilute disinfectants and cleaning agents according to the manufacturer's instructions. (Be especially careful to dilute bleach at 1:32—one part bleach to 32 parts water—and thoroughly rinse surfaces after its use because bleach may corrode metal cages, ruin clothing, and even irritate dogs' nasal passages and upper airways.) Then thoroughly apply the solution to all surfaces of the kennel.



4: Spic 'n' Span

Use a stiff-bristled brush to scrub the run from ceiling to floor, all walls and doors in between, and resting boards. Remember to also clean the walls of the run above the height of the dog inhabiting the run, because if any one section of the shelter is left unsanitized, disease can be easily transmitted. Don't forget to scrub and disinfect the fronts and backs of kennel doors, hinges, latches, and any surfaces between runs. The solution needs time to work its magic, so allow it to stand for the time specified by the manufacturer before you rinse.

5: Wet 'n' Dry

Thoroughly rinse all surfaces with a steady stream of water (preferably hot). Then dry the kennel as completely as possible using a squeegee and ventilation.



6: Back the Way it Came

After the enclosure is completely dry, add clean food and water bowls, bedding, toys, and lastly, a dog.



AWSOM Dog Walking Protocol

Walking dogs seems like simple stuff, right? Not quite. While walking your own dog may be simple, walking dogs in a shelter environment can be very different. This is a guide to keep you, the animals, staff and the public safe while you are interacting with the dogs.

Schedule: Volunteers may be in the shelter during Shelter business hours (8 am to 5 pm). All dogs must be back in their kennels 30 minutes before the shelter closes.

- All dog walkers must receive an additional orientation for training in safe animal procedures; and sign acknowledgement receipt before beginning.
- Wear shoes such as work or athletic shoes (no open toe, flip flop, etc.).
- Do not wear large hoop earrings or other dangling jewelry which may catch or tangle in choke collars or kennel links and pose a safety hazard.
- Dog walkers may be requested to participate in basic obedience training held at Shelter depending on availability of trainer.
- Dogs are to be leashed at all times (choke collars and leashes are located in garage behind kitchen).
- Pick up waste/poop collection bags at volunteer desk in hallway.
- Walk only dogs you are able to keep under control at all times.
 - o Beginner walkers walk only dogs listed as easy walkers on kennel door or white board.
 - o Advanced walkers may walk all dogs except those designated Staff Walk Only.
 - o Staff walk only dogs will have sign on kennel card.
- When removing dog from kennel:
 - o Note the kennel #.
 - o Turn your body sideways to kennel door (frontal approach may intimidate dog).
 - o Slowly move your hand to door and allow dog to sniff.
 - o Avert your eyes and avoid stare between you and dog (dogs consider stares intimidating).
 - o Use calm, quiet voice.
 - o Have leash already attached to choke collar.
 - o Have choke collar open and ready to slide over dog's head.
 - o Look around to be sure other kennel doors are not open, no people or other dogs are near you.
 - o Open door slightly, maintain sideways stance, maintain soft, gentle voice and movements.
 - o If dog is aggressive or excessively shy, leave to more experienced walkers.
 - o When collar is on dog, look around again to be sure other dogs and people are not nearby.
 - o Remove dog from kennel and move toward door to hallway (excluding door which opens into lobby/waiting area).
 - o Look out hall windows to see if other dogs/people are approaching door you wish to use.
 - o If coast appears clear move carefully through door to hall.
 - o Look up and down hall for approaching dogs/people.

- o Exit quickly to outdoors at end of hallway by the outside dumpster (if there is no obstruction posed by cage cleaning/or other attention to animals in those cages).
- o Do not linger in kennel area or hallways w/ the dog you are walking (it heightens the dog's anxiety about getting outdoors).
- As you walk:
 - o Walk dogs in parking lot, on lawn, on side of road in front of shelter (being vigilant about passing vehicles).
 - o Do not walk dogs in the woods or on private (non shelter) property.
 - o Dogs must be kept at least 20' apart from each other at all times.
 - o Dog walkers should maintain control over dogs and work on basic commands e.g. heel, sit, stay.
 - o Clean up after your dog as safety permits* - w/ plastic bag obtained at volunteer desk and deposit fecal matter (in green dumpster) *if you cannot prevent dog from pulling, jumping, etc. you may not be able to do anything other than hang on to leash.
 - o You are responsible for the animal you are walking. Never put yourself, the dog or others in an unsafe situation.
 - o Pay attention to your dog at all times (no cell phone conversations).
 - o Under no circumstances are children under the age of 18 allowed to walk dogs alone.
 - o Children between the ages of 14-18 may walk dogs only when accompanied by parent/guardian (and subject to authorization of shelter staff).
 - o Never run with your dog.
 - o Shelter staff will decide whether a dog is eligible to be walked.
- Returning dog to kennel:
 - o As you return to shelter, recall your kennel #.
 - o Enter building through side door (near dumpster).
 - o Open door slowly and observe proximity of other dogs/people near you and whether they are waiting to enter kennel area.
 - o Enter kennel area (one dog at a time) through hall door nearest to the kennel where the dog is being returned.
 - o Be mindful of proximity of other dogs/people present in the kennel area.
 - o If another walker is returning a dog to its kennel, wait at a distance before approaching your kennel.
 - o Open your kennel door and urge dog into kennel w/out entering the kennel and closing door behind you.
 - o After dog enters kennel, move kennel door close to your body so it is only slightly open.
 - o Remove choke collar and leash from dog (leaving choker on poses a hanging hazard to jumpers who may catch on chain link in kennel).
 - o Back out of kennel doorway and close door in front of you. Make sure door is properly latched.
 - o Hang colored collar on kennel door to indicate time of day dog has been walked:

Yellow-morning
Green-Midday
Blue- late afternoon

- o Note positive/negative characteristics of dogs walked by you with date in "Dog Walker Journal" on volunteer desk in hall.
- o Report any dog injury or illness immediately to staff.

REMEMBER

- Never run w/ dogs (Poses danger and promotes inappropriate dog behavior).
- Do not jerk or drag a dog. Always maintain control over the dog and feel free to ask for assistance.
- Do not allow your dog to repeatedly pull you along. If your dog pulls you, stop walking, wait a moment, then continue. Repeat until dog stops pulling.
- Always be aware of your surroundings. Go wide around corners, look through hall windows, and open doors slowly.
- Move dogs in and out of building quickly (it lowers their stress level).
- If you do not have experience with a particular dog, stay near the building so you may seek assistance if required.
- Keep your dog separate from all other animals. Always be aware of other animals and people near you.
- Dogs must be securely leashed at all times.
- Whenever possible, pick up your dog's waste wherever it is to reduce a possible source of transmissible diseases.
- Do not allow your dog to drink from puddles or other sources of possible contamination.
- Do not allow your dog to sniff feces.
- If your dog's kennel is dirty or water bowl is empty, seek assistance from an experienced volunteer or staff person to remedy the situation.
- In the event of an emergency, call for help but remain calm.
- Report all injuries immediately – regardless of cause.
- The shelter really needs walkers **at 8 am** for the "AM Potty Walk." This is a **quick out** for **EVERY** dog (except Staff Walk Onlys) to do his/her business. Put a yellow collar on kennel door when done. These walks are only a few minutes/close to the building and **not "up the road"**. Longer walks and socialization visits begin **ONLY AFTER** all yellows are up, indicating **EVERY** dog has gotten out first thing in the morning. This keeps the potty activity outside and not in the kennel and keeps our dogs housebroken and more adoption-ready.
- Maintain general "Quiet in the Kennels" at all times by keeping voices soft and low. Very important!
- Do not hand your dog over to a visitor who is interested in adopting. Send visitors to the front desk for assistance in completing a pre-adoption application.
- Limit the time you spend on longer walks/socialization time to 20 minutes (so dogs are available to be viewed by potential adopters).
- Assist staff w/ Shelter visitors who wish to meet dogs by removing/returning dogs to kennels so visitors may meet and greet in lobby or parking lot. Remain w/ dog during visitor meet and greet. Do not turn dog over to visitors unless instructed by staff to do so.

Thanks for your help in providing safe exercise for AWSOM dogs!



ACKNOWLEDGEMENT of AWSOM DOG WALKING PROTOCOLS

I ACKNOWLEDGE RECEIPT OF AWSOM'S DOG WALKING PROTOCOLS AND HAVE RECEIVED THE ADDITIONAL DOG WALKER TRAINING. I AGREE TO FAMILIARIZE MYSELF WITH THE DOG WALKING PROTOCOLS IN THE VOLUNTEER HANDBOOK AND ABIDE BY THEM AT ALL TIMES.

Print your name

Volunteer signature

Date

ACKNOWLEDGEMENT of AWSOM CLEANING PROTOCOLS

I ACKNOWLEDGE RECEIPT OF AWSOM'S DOG AND/OR CAT CLEANING PROTOCOLS AND HAVE BEEN TRAINED IN THE CLEANING METHODS FOR THE KENNELS OR CAT CAGES. I AGREE TO FOLLOW THE CLEANING PROTOCOLS AS OUTLINED IN THIS HANDBOK.

Print your name

Volunteer signature

Date



AWSOM Volunteer Waiver

Release of Liability

I understand that the handling of animals and other activities while volunteering at the Animal Welfare Society of Monroe (AWSOM) or off site activities may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless the Animal Welfare Society of Monroe and its directors, officers, employees and agents from any and all claim, causes of actions and demands of any nature, whether known or unknown, arising out of or in connection with my activity while volunteering with AWSOM.

Understanding and Acceptance of Volunteer Guidelines

I have read, understand and agree to the volunteer guidelines set forth in the AWSOM volunteer handbook. I fully understand and agree that I am providing my services in a volunteer capacity without any expressed or implied promise of compensation. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between AWSOM and myself. I agree to perform my volunteer duties to the best of my ability and to adhere to the guidelines detailed in the volunteer handbook. I further understand that my volunteer involvement may be terminated for reasons including, but not limited to, those outlined in the volunteer handbook.

Photo Release

During my volunteer time with AWSOM, I understand my photo may be taken at various events and projects. By signing below I also hereby grant AWSOM permission to use my likeness in photograph(s) and/or video(s) in any and all of its publications or on the World Wide Web, whether now known or hereafter existing. I will make no monetary or other claim against AWSOM for the use of the photograph(s) and/or video(s).

Volunteer Signature

Volunteer Name (printed)

Date

Volunteer Coordinator Signature

Coordinator Name (printed)

Date