

# Cats In Need

## Teen Volunteer Contract



As a volunteer with Cats In Need, you are an important member of our staff and act as a representative of our organization to the community at large. For a better understanding of what you can expect as a volunteer and what is expected of you by our organization, we ask you to read and sign the following Volunteer Contract.

### **In signing this form, I understand and agree to the following:**

**Unpaid Staff:** I agree that neither the organization nor the pet store that I am working in shall be liable for the payment of any wages, salary or other employment benefits to me. I am volunteering my time in exchange for the opportunity to work with the Cats in Need Program.

**Volunteer Hours/Community Service:** If I need proof of time worked, it is my responsibility to make sure my time sheet is kept up to date and accurate. My site supervisor will sign off on my time sheet on a daily basis for the hours served working with Cats in Need. Lunch Breaks or extended absences during the time I am working as a staff member will not count as hours worked.

**Duties & Responsibilities:** Teen Staff spend their time with Cats in Need working on assignments that benefit the cats. Expect to be petting, brushing, and playing with the animals, but also to be cleaning cages, emptying litter boxes, washing the display windows, and sweeping out the back room areas. When you arrive for your scheduled time, check in with your site supervisor for the list of tasks to be completed during your shift.

**Code of Conduct:** I agree to conduct myself in an appropriate manner while on while on duty. I understand that inappropriate conduct includes actions which reflect unfavorably on the organization, cats, staff, volunteers or public. Personal threats, profane or abusive language in dealing with the public, employees, or volunteers will not be tolerated. Volunteering under the influence of alcoholic beverages, narcotic, hallucinogenic, or other illegal drugs is prohibited.

I agree that while I am on duty with Cats in Need I will not be on my cell phone unless I receive an emergency call from my parents.

**Dress Code:** I understand that I will be working with animals, and that I will most certainly end up covered in cat fur. There is also the possibility for claw snags in clothing, and other wardrobe hazards in working with the cats. I will make sure that I am dressed in work clothes that allow me to move and bend. In addition, clothing should be neat, clean, and appropriate. We do not want to see your undergarments.

**Scheduling:** I will work with my site supervisor to find a mutually beneficial schedule for my shifts. As I have voluntarily agreed to the days and times I am scheduled, I understand that I am committing to being on site and working during this time. I understand that it is my responsibility to notify my site supervisor of non-emergency needs for schedule changes at least two weeks in advance.

I understand that it is my responsibility to make sure that I am on time for my shifts at the work site. If I am ill or otherwise prevented from working my shift, it is my responsibility to inform my site supervisor immediately of the fact. Failure to show up for my shift or to promptly notify my supervisor of an emergency is grounds for termination of this contract.

**Liability :** I agree that I shall be responsible for any injuries or damage incurred by me while performing volunteer with Cats in Need at any of their designated facilities. Cats In Need, PetSmart, and PetCo are not responsible for any claims, liabilities, losses, damages, costs, and expenses resulting from injury to me or damage to my property arising out of my volunteer duties for Cats in Need, and/or travel to or from the work site.

I recognize that in handling animals and performing other volunteer tasks there exists a risk of injury including physical harm caused by the animals. I understand that by working with the animals, I may be scratched or bitten. I agree to immediately report any such incidents to my site supervisor (including bites/scratches to myself, to customers, or to any persons handling animals during pet visits).

I agree that I am providing volunteer services to Cats In Need, assisting in pet adoptions. This may also include assisting in adoptions of pets through Cats In Need at local PetSmart stores. I understand that neither Cats In Need nor PetSmart is responsible for any illness or injury caused by any animals that I come into contact with during my volunteer work. I agree to hold harmless and release from liability Cats In Need and PetSmart should I become sick or injured for any animal as a result of my volunteer work.

**TEEN VOLUNTEER:** I HAVE CAREFULLY READ THIS CONTRACT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE FROM LIABILITY AND A CONTRACT BETWEEN MYSELF AND CATS IN NEED, AND I SIGN IT OF MY OWN FREE WILL.

Name (please print) \_\_\_\_\_

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

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**PARENT/GUARDIAN:** I HAVE CAREFULLY READ THIS CONTRACT AND FULLY UNDERSTAND ITS CONTENTS. I AM AGREEING TO SUPPORT MY TEEN IN THEIR WORK WITH CATS IN NEED AND UPHOLD THE TERMS THAT THEY HAVE AGREED TO. I AM AWARE THAT THIS IS ALSO A RELEASE FROM LIABILITY AND A CONTRACT BETWEEN MY CHILD & CATS IN NEED.

**Parent/Guardian Name (please print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Contact Phone Number:** \_\_\_\_\_