

## **GRATIOT COUNTY ANIMAL CONTROL**

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### ***Volunteer and Community Service Packet***

**Volunteers are welcome Tuesday-Saturday. Please call before you make your trip.  
Shelter Hours: Monday 12-5, Tuesday- Friday 8-5, Saturday 10-1**

Welcome to the Gratiot County Animal Control volunteer program. Gratiot County Animal Control recognizes the importance and need of volunteers dedicated to the care and socialization of unwanted animals within our community and beyond. Thank you for your interest in serving as a volunteer. Participation in the Gratiot County Animal Control volunteer program helps support Animal Control in the ultimate goal of humane treatment, socialization, and adoption of our animals.

Gratiot County Animal Control is here to serve and protect the public and to promote a safer community through responsible animal ownership and humane care. We are committed to providing its citizens with a safe and healthy environment in which to live.

Volunteers are the lifeblood of our organization. Whether your knack is stuffing envelopes, cuddling with cats, giving dogs bathes, or walking dogs, you are making a positive contribution and difference in the lives of the animals at the shelter.

As a volunteer representing the Gratiot County Animal Control, your conduct and interaction with staff, other volunteers, the animals and the public is expected to always be professional and courteous. In volunteering, you are making a commitment to staff and the animals, to care to the best of your abilities, the tasks you have pledged to perform.

The Volunteer Code of Ethics clarifies the expectations and principles for Gratiot County Animal Control volunteers. Should a volunteer display unprofessional, dishonest, or disrespectful behavior or exhibit a lack of control, the volunteer will be asked to leave the premises. Such behavior may be grounds for termination of volunteer status.

**How to volunteer?** We need a few pieces of paperwork and signatures. You only need to fill out paperwork once. Volunteer tasks can be found on our Facebook page, or you can call and ask. Our Facebook page and group can be found at these links.

<https://www.facebook.com/adoptgratiotanimals/> and  
<https://www.facebook.com/groups/542103516638490>

**GRATIOT COUNTY ANIMAL CONTROL**  
***Volunteer and Community Service Packet***

**Volunteer Code of Ethics:**

**As a Gratiot County Animal Control Community Service and/or Volunteer, I pledge to:**

**Respect:**

Respect others even though I may not agree with them. Display courtesy, sensitivity, consideration, and compassion for people and animals. Use good judgement in recognizing the scope of authority of staff members.

**Safety:**

Keep safety at the forefront of all volunteer activities. Follow the rules presented to me in the volunteer packet. Respect and use equipment and supplies as they are intended to be used. Report all injuries immediately to a staff person.

**Quality:**

Perform all tasks to the best of my ability. Ask for help when needed. Recognize reading the volunteer packet is essential to maintaining safe shelter practices.

**Self Discipline:**

Recognize my limitations and those of others. Set boundaries for myself-know my limits with the animals and other activities. Hold myself accountable for the commitments I undertake.

**Communication:**

Recognize true commitment comes from within. Respect that people and animals count me to honor my commitments. Work together with staff and other volunteers to meet the needs of Gratiot County Animal Control.

**Welfare:**

Value my role in the maintenance and growth of the organization. Strive to promote a positive environment. Respect and support all people and animals.

**Age:**

If the volunteer is a minor child and does not have a vehicle on the premises, we require that the parent or guardian stay with the minor child during the volunteer experience here at Gratiot County Animal Control.

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**Rules for Volunteers and/or Community Service Workers**

We at Gratiot County Animal Control appreciate the donation of your valuable time to the animals at our shelter. Your cooperation and adherence to these simple rules will make our jobs and your volunteerism or community service safer and more pleasurable for you, the employees and the animals in our care.

1. Do not feed the animals, only biscuits and treats when approved by an officer.
2. For safety reasons, never leave an animal tied outside or inside to anything.
3. Always remain with the animal during exercise time. Never leave the animals unattended.
4. Please park where you are not blocking any entrances to the building. Leave parking spots close to the entrance for customers.
5. Drugs and alcohol are prohibited on the grounds. All volunteers and community service workers are to be drug and alcohol free.
6. No volunteers or community service workers are allowed in the following areas of the shelter building: the freezers, the room where euthanasia is taking place and office.
7. Dress appropriately for the conditions and performance of their duties. Maintain a neat, clean appearance. No t-shirts with suggestive or offensive words should be worn. No suggestive clothing allowed. You should wear long pants or Capri length for women and sturdy, non-skid, closed-toed shoes for safety. Wear comfortable clothes that you don't mind getting dirty, stained, wet, snagged or dog/cat haired.
8. Do not handle any animal unless previously approved by a staff member.
9. You may not answer the phone, handle any adoptions, or handle any money.

**Volunteer and/or Community Service Worker Guidelines:**

In order to be considered for a Volunteer or Community Service worker for Gratiot County Animal Control, the following shall apply.

- Qualifications: All Volunteer and Community Service Workers must meet the qualifications and guidelines set forth by Gratiot County Animal Control:
- Be at least 16 years old – can be younger if accompanied by an adult while walking dogs or playing with cats.
- Not to have any felony convictions.
- Not have been convicted of a misdemeanor crime of domestic violence.
- Not have a history of criminal activity of a serious nature or that reflects moral wickedness, or indicates a tendency to violate the law.
- Not have been convicted of any Animal Cruelty charges.
- If they have dogs of their own (6 mo. or older) they must have a current rabies vaccination and a current license.

## **GRATIOT COUNTY ANIMAL CONTROL** **Volunteer and Community Service Packet**

### **Volunteer and/or Community Service tasks**

**Donations & Caring:** *The best way to volunteer and to get all animals a home is to spread the word. Give us a rating on Facebook, bring up the animal shelter in conversation. Every paw counts, let's find an animal a home.*

- Like our page on Facebook

<https://www.facebook.com/adoptgratiotanimals/>

- Join our Volunteer Group on Facebook

<https://www.facebook.com/groups/542103516638490>

- Follow us on Instagram

<http://www.instagram.com/adoptgratiotanimals>

- Find our wish list for donations items at

<https://a.co/d8XEXn7>

- **Bring up the Animal Shelter in everyday conversations**

**Dog Walkers:** *Walking, playing, and bath time with dogs.*

Walking dogs is greatly appreciated to help caged pets obtain additional exercise, fresh air and human contact. Most of these dogs have a lot of pent-up energy that needs to be released so please walk the dogs at least 15 minutes. Never leave a dog unattended or alone with any citizen(s). We don't always know whether any given dog is aggressive toward other dogs so please walk dogs one at a time. If you are interested in bathing dogs, please ask the officer first. Contact an officer if you need help getting a dog out of or back into its cage. It's important that you do not put stress on an animal if you are unaware of how to handle it. When you take a dog out of its cage, you are responsible for that animal at all times. **If you are not sure, always ask.**

**Cat Herding:** *Playing, brushing, cuddling*

Visits with the cats and kittens are to help socialize, care, comfort, pet, brush, or simple provide some "lap" time. Cats are very susceptible to stress. You can help reduce their stress and keep them mentally healthy by providing them with interactions. You can play with them in the cat room or in their individual cages. Please don't take them out of their cage if they appear scared. If those kinds of cats or kittens get out, they will disappear under the cages or in any small space they can find. You can socialize cats by petting, loving, and talking to them. Use a soft voice. There are toys available in the cat room for the cats to play with. Some cats do not like being out of their safe cage and some cats love to be out. **If you are not sure, always ask.**

**Germ Buster:** *Our best defense against the spread of an illness*

Shelters are held to a very high standard of cleaning, so sweep, mop, vacuum, and sanitize!

Laundry is also included. **Everyone needs to wash their hands in between handling different animals and before eating.** For the protections of your own pets, we advise that you keep your own pets current on vaccinations. Staff, volunteers and community service workers should also change their clothing before interacting with their own pets at home.

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**Office Duties:** *Phone calls, licenses renewals, etc.*

We keep a list of people that call in saying they lost their pet. Our officers try our best to reach out from time to time to keep our records updated, but most owners forget to call saying the pets have been found. We have a script for this task and use the office phone to make these phone calls to keep our records updated.

License renewals are seasonal. We start folding, stuffing, and sealing in November and April.

**Outside:** *Trail maintenance, flower beds, keeping the yard clean*

We see thousands of visitors every year and many more animals. Our yards gets messy, the grass is taken care of but our flowers and trail maintenance is left to our officers and volunteers.

Because we live in Michigan, our outside tasks are dependent on the weather.

**Creating:** *Improving how to make our Animal Control into a Community Center*

Do you have the awesome idea to make the shelter a better place for our animals and humans?

Write a summary about your project and send it to us! Send us the idea/drawing/design to Facebook Messenger or email at [bwoodgate@gratiotmi.com](mailto:bwoodgate@gratiotmi.com) Please describe in messenger or email that this is a **Volunteer Creating Project**.

*GRATIOT COUNTY ANIMAL CONTROL  
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**Please fill out and turn in the  
rest of the packet to the  
shelter.**

**GRATIOT COUNTY ANIMAL CONTROL**  
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Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have any allergies? \_\_\_ Yes \_\_\_ No If yes, list: \_\_\_\_\_

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If you have any medical conditions that you think we should know about, or that could in some way affect your volunteer work, please list them below:

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**Employment Information:**

Are you currently employed? \_\_\_ Yes \_\_\_ No

If yes, where? \_\_\_\_\_

**Educational information:**

Are you currently in school? \_\_\_ Yes \_\_\_ No

If yes, where? \_\_\_\_\_ Grade? \_\_\_\_\_

What days/times are you available to volunteer? \_\_\_\_\_

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How did you hear about our volunteer program? \_\_\_\_\_

Do you own any pets? \_\_\_ Yes \_\_\_ No

If yes what kind? \_\_\_\_\_

Skills and Knowledge I enjoy using:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any formal education in animal care or animal welfare? \_\_\_ Yes \_\_\_ No

If yes please describe \_\_\_\_\_  
\_\_\_\_\_

Which task would you enjoy doing?

- |                 |                   |
|-----------------|-------------------|
| ___ Dog Walker  | ___ Office Duties |
| ___ Cat Herders | ___ Outside       |
| ___ Cleaning    | ___ Creating      |

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**Community Service and/or Volunteer Agreement:**

My name is \_\_\_\_\_ and I hereby agree to accept a position in a voluntary capacity as a **volunteer** for Gratiot County Animal Control (The “Shelter”). I understand that the term **voluntary** means the way in which actions of services are rendered to the shelter. Such actions and services are rendered to the shelter with generous and charitable motives. No liability whatsoever will be incurred by the Gratiot County Animal Control to anyone who performs **voluntary** services. I understand that **volunteer** means a person who freely chooses to render services to Gratiot County Animal Control in a **voluntary** capacity.

**Terms and Conditions:**

Please Initial:

\_\_\_\_\_ I fully understand that my services are provided strictly in a volunteer capacity and I agree to provide my services to Gratiot County Animal Control strictly as a volunteer. I understand that I will receive no compensation, salary, employee benefits or payment of any kind for the services that I render.

\_\_\_\_\_ I fully understand that Gratiot County Animal Control handles large numbers of animals on a daily basis. The temperament of these animals is often unknown to the shelter staff. I agree to hold Gratiot County Animal Control harmless of any injury(s) which I might sustain from handling animals during the course of my volunteer duties.

\_\_\_\_\_ I fully understand and agree to assume all risks involved in any and all duties that I perform for Gratiot County Animal Control in my volunteer capacity. Such duties might include, but not limited to, animal handling, custodial work, kennel staff assistance and other volunteer duties.

\_\_\_\_\_ I agree to familiarize myself with Gratiot County Animal Control policies and procedures, and will full comply with both the letter and spirit of these policies and procedures. I understand the policies and procedures are subject to change. The changes will be communicated through official departmental memos.

\_\_\_\_\_ I fully understand that Gratiot County Animal Control expects high standards of moral and ethical treatment of animals under its care. I agree to adhere strictly to these standards in my voluntary capacity at the Gratiot County Animal Control.

\_\_\_\_\_ I agree not to represent Gratiot County Animal Control outside my immediate volunteer capacity. Gratiot County Animal Control employees spokesperson(s) to handle the concerns of animal welfare issues with and outside of Gratiot County Animal Control.

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\_\_\_\_\_I fully understand and agree that either failure to comply with any and all of the obligations outlined in this volunteer agreement or for any reason whatsoever, while performing my volunteer services to Gratiot County Animal Control in a voluntary capacity, Gratiot County Animal Control, at its sole discretion, may immediately terminate my services.

**Release:**

- 1) I understand that the handling of animals and other volunteer activities on behalf of Gratiot County Animal Control 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, I hereby release, discharge, indemnify, and hold harmless Gratiot County Animal Control and its directors, officers, employees, and agents from any and all claim, causes of action and demands of any nature, whether known or unknown, arising out of or in connection with my volunteer activities on behalf of Gratiot County Animal Control.
  
- 2) Understanding that public relations are an important part of a volunteer's activities on behalf of Gratiot County Animal Control, I hereby authorize Gratiot County Animal Control to use any photographs of me in its possession for public relations purposes. I ask that Gratiot County Animal Control use reasonable efforts to give me advance notice of any such use, but such notification is not a condition to release photographs for public purposes.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

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**Minor Child**

**If you are under 18, we must have your parent or legal guardian's signature below.**

**Parent or Legal Guardian:**

As a parent or legal guardian of the above named volunteer, I hereby give consent for my child or ward, as the case may be, to become a volunteer for Gratiot County Animal Control as described in the above Volunteer Agreement and, by the signature below, join in and agree to be bound by the terms and conditions of the release above.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date