

Erna Badstieber  
Paws & Claws Adoption Center

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

City \_\_\_\_\_ Cell Phone \_\_\_\_\_ Are you over 18 years of age? YES NO

How many hours do you have to serve? \_\_\_\_\_ When do the hours need to be completed? \_\_\_\_\_

Why do you have to serve community service? \_\_\_\_\_

Probation Officer Name and Phone number \_\_\_\_\_

As a community service volunteer, jobs are given to you, they are not picked. It is the responsibility of the community service volunteer to sign up for the hours needed to complete the service on time. The community service volunteer must "sign in" each work day in order for the hours to be subtracted from your assigned hours.

Volunteer Agreement and Release of Liability

I, the undersigned, have applied to be a volunteer for the Paws & Claws Adoption Center and that upon acceptance into the volunteer program; I hereby acknowledge and agree to the following:

1. That I will follow and abide by the procedures, policies and training presented to me for participation in the Volunteer program and will take any comments, complaints or other suggestions regarding the program directly to the shelter Manager.
2. I authorize the Paws and Claws Adoption Center to seek emergency medical treatment for me in case of accident, injury or illness. Furthermore, I understand that it is important to have a tetanus vaccination before joining the volunteer program and thus I understand that it is important to discuss being vaccinated against tetanus with my physician. I therefore release the Paws & Claws Adoption Center and the City of Columbus from all injuries, claims or other loss that I may incur because of my pursuing this matter further and receiving a tetanus vaccination.
3. Neither this agreement nor my participation in the volunteer program shall be interpreted or give rise to an employee/employer relationship between myself and the Paws & Claws Adoption Center or the City of Columbus, Nebraska. I understand I am not an employee while participation in this volunteer program and will receive no compensation or other employee benefits.
4. I understand that the behavior of domestic animals is at times unpredictable and that some domestic animals are capable of inflicting property damage, serious personal injury and even death. I am well aware of the risks of handling domestic animals and with such understanding, I hereby waive, release and forever discharge the Paws & Claws Adoption Center and the City of Columbus, Nebraska, its employees, agents or trainers from any and all claims (whether present or future) arising out of my participation in the volunteer program.
6. I have read and understand this entire Agreement, specifically the release of liability in paragraph 4 and acknowledge that participating in the volunteer program shall be at my sole risk. I further agree that if any portion of this agreement is held invalid, the remainder thereof will continue in full legal force and effect.

Volunteer (print name) \_\_\_\_\_ Date \_\_\_\_\_

Volunteer signature \_\_\_\_\_

Signature of Parent/Guardian if Volunteer is under 18 years of age \_\_\_\_\_

Paws & Claws Adoption Center

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Community Service Policy**  
(for Disciplinary Reasons)  
**At Paws & Claws Adoption Center**

1. You will be required to “work” for your community service hours.
2. You must check in with the supervisor on duty and perform the assigned tasks completely as instructed.
3. You are not to be in areas that are designated “employee only” unless instructed to do so by the supervisor.
4. You must stay busy. No cell phones, not standing around chatting, no sitting in the reception area. You will not be given credit for time that is wasted.
5. Tasks for earning your community service hours include, but are not limited to:
  - a) Cleaning kennels or cages
  - b) Cleaning floors (sweeping and scrubbing)
  - c) Washing windows
  - d) Laundry
  - e) Taking out trash
  - f) Outside work (mowing, shoveling snow, pulling weeds, cleaning up feces, etc)
  - g) Cleaning bathrooms (includes cleaning the toilets)
  - h) Washing windows.
  - i) Walking, brushing or bathing dogs will not be counted for community service hours.

There will be NO direct contact with any of the animals at Paws & Claws without explicit permission from the Shelter Manager. If you are observed handling the animals in any way without clearance, you will be asked to leave and will not be allowed back for further hours.

You are not to be in the office area unless specifically asked to do something there.

Do not answer the business telephone.

You are not allowed to use the computer.

Do not try to answer questions from someone at the shelter to adopt an animal. Explain to them that you are a volunteer, then help them find the manager or an assistant.

When prospective adopters or other members of the public are viewing the animals please refrain from entering the conversations between that person and the shelter employee.

Please do not interfere with employees working with Animal Control Officers.

We will not be asking you to do any task that we have not had to do ourselves, so if you refuse to do the assigned duties, you will be asked to leave.

You must disclose to the manager the nature of your offense, as we will not allow you to do community service at Paws at Claws if your offense was:

Theft of any kind

Drug Related

Human or Animal Abuse

Others will be determined on individual basis.

Abusive language, insubordination, or any physical abuse will not be tolerated.

Hours will be scheduled in advance. If you are scheduled to work and do not show-up or call in to let us know you will be absent, then you will not be allowed back, and your absence will be reported to your probation officer or legal overseer.

You must sign in and out on the “Community Service” sign in sheet each time that you enter and leave work.

### **Dress Code**

Closed toe shoes are required

Jeans or long pants (no sweatpants)

T-Shirts are acceptable. No tank tops or cut-off t-shirts

NO offensive pictures or wording on T-shirts (includes drug related materials)

I have read and understand the Paws and Claw Community Service Policy.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of Participant)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Approval by Shelter Manager)  
(Manager signature)

\_\_\_\_\_  
(date)  
(date)