



Volunteer Policies

Liability Waiver

All volunteers must sign the "Disclosure of Risk and Agreement to Hold Woodford Humane Society Free and Harmless from Claims" Form before volunteering. This applies to both on-site or off-site volunteering. The liability waiver can be obtained from the Adoption Center staff, Community Outreach Director, Woodford Humane Society website or from the lead off-site volunteer. Anyone under the age of 18 must have a parent or guardian sign the waiver on their behalf.

Age Requirements

You must be at least 14 years of age to volunteer at the Woodford Humane Society. We do not know the history of all of the animals in our care and cannot put our volunteers at risk. Volunteers between the ages of 14 and 18 must have adult supervision (parent or legal guardian) if they are working with animals.

Dress Code

Clothing should be functional (i.e. closed toed shoes or boots - no sandals) and should also project a positive image. Given the nature of our work, blue jeans are allowed but they must be in good condition and appropriate for working around the public. Please wear long pants, not shorts, in order to prevent injury.

Attendance

Always sign in when you arrive for a shift, and sign out when you leave. The sign-in sheet is located in the Adoption Center on the bulletin board. If you are unable to fulfill a commitment for a scheduled shift, please notify the Adoptions Counselors by phone immediately.

Personal Belongings

We cannot be responsible for your personal belongings while you are volunteering, whether at the Adoption Center or at fund-raising events. Please lock purses and other valuables in your trunk.

Smoking

Smoking is permitted in designated areas only (behind the Receiving Center out of public view).

Sexual Harassment

Sexual harassment will not be tolerated. If you believe you are the subject of harassment, please report it immediately to a Manager, Assistant Manager or Adoptions Counselor. Appropriate action will be taken.

Discontinuation of Volunteer Service

Adoption Center management will conduct verbal counseling with regard to policies and procedures and reserves the right to terminate a volunteer's service without warning for the following reasons: animal abuse; theft of property; carelessness or negligence; intoxication; unauthorized possession of firearms or other weapons; sharing confidential information with customers; behavior that is disrespectful of Adoption Center staff; selling merchandise; or any other situation deemed appropriate by the Adoption Center management.