



Appendix A

Lapeer County Health Department
1800 Inlay City Road, Lapeer, Michigan 48446-3208

VOLUNTEER/STUDENT APPLICATION

Volunteer Position Applied for: _____

Name _____
Address _____ City _____ Zip _____
Phone # _____ Cell Phone # _____
Email Address _____

Emergency Contact: _____ Phone # _____

Past Volunteer Experience(s): _____

Employment: _____

Time available for volunteering (circle all that apply)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

9:00am - Noon Noon - 4:00 pm 4:00 pm - 9:00 pm

Hobbies/Interests/Skills _____

Education/Credentials: _____

Driver's License
Number: _____
Have you ever been convicted of a
Felony? _____

References: (Please list 3 non-family members)

Name	Address	Phone	Email
1. _____	_____	_____	_____

2. _____

3. _____

I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application.

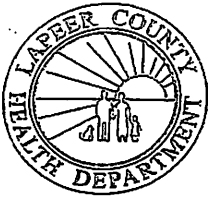
I authorize the references in this application to give you any and pertinent information they may have and release all parties from any liability for any damages that may result from furnishing same to you.

By this document, Lapeer County Health Department discloses to you that a consumer report may be obtained for volunteer program purposes as a part of a background investigation, if applicable, for the volunteer position for which you are applying.

Signature _____

Date _____

Name Badge issued: _____
Date



Lapeer County Health Department
1800 Imlay City Road, Lapeer, Michigan 48446

CRIMINAL BACKGROUND CHECK/DRIVING RECORDS

Michigan State Police
Criminal Justice Information Center
7150 Harris Drive
Lansing, MI 48913

Name of potential New Employee/Volunteer/Student:

^ LAST NAME ^	^ FIRST NAME ^	^ MIDDLE INITIAL ^

^ Driver's License Number ^	^ Date of Birth ^

By my signature below, I authorized the release of my driving record history and criminal records check.

Applicant's Signature

Date

Results Referred to:
Susan Gronsky
Lapeer County Health Department
1800 Imlay City Road
Lapeer, MI 48446

Staff Signature: _____

Date SEARCHED Results: _____

RESULTS:

Criminal Record Check: RECORD FOUND "YES" or "No"

Comments: _____

Appendix C
Volunteer Agreement/Contract

The Lapeer County Health Department agrees to accept the services of _____ (volunteer) beginning _____ and commit to the following:

- o To provide accurate information, training and assistance
- o To ensure supervision and to provide job assessment and feedback
- o To respect the skills and individual needs of the volunteer

Volunteer

I, _____, agree to serve as a volunteer and commit to the following:

- o To perform volunteer duties to the best of my ability
- o To adhere to agency rules, policies and procedures
- o To meet time and duty commitments or to provide adequate notice so that alternate arrangements can be made
- o To give permission and consent to appear, without compensation, in any photograph or video while participating in any volunteer activity, for educational or promotional purposes

Job Description: _____

Responsibilities: _____

Training Plan: _____

I understand my responsibilities and assignment and agree.

Signature _____ Date _____

Agency Representative _____ Date _____

Appendix D

Waiver for Volunteering

By signing below I hereby waive and release Lapeer County, together with all of its agents, directors, employees, contractors and volunteers from any liability in the event I should be injured while volunteering for Lapeer County Health Department.

I further agree and authorize Lapeer County Health Department to obtain a consumer report and/or reference checks, as may be required, as a part of the program activity for which I am volunteering.

Date _____ Signature _____

Volunteer's Name _____

If you are under 18, this must be signed by a parent/guardian

ANIMAL SHELTER VOLUNTEER JOB DESCRIPTION

Supervisor: Animal Control Chief. Works under the direct supervision of the Animal Control staff

Time Commitment: Varies based on type of volunteer assignment

Purpose: Assists the Animal control staff by performing a variety of duties related to animal care and shelter operation/maintenance

Responsibilities

Animal Care:

- Provides for proper animal care by being attentive to each animal's behavior and health.
- Tasks and duties include, but are not limited to feeding, grooming, exercise and training; exercising and interacting with animals, interacting with the public and maintaining clean living spaces where the animals are housed

Sanitation:

- Cleaning and sanitation of kennels, cages, dishes, equipment and shelter facility on an ongoing basis.
- Cleaning is of primary concern and should be done with an understanding of the relationship between animal health and proper sanitation.

Facility Operations:

- Photography/promotion for animal adoptions
- Routine clerical responsibilities as assigned

Safety

- Follows all safety guidelines to ensure a safe work environment.
- Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal or the organization at risk.

Qualifications

1. Represents Lapeer County Animal Shelter in a professional and courteous manner at all times.
2. Must be able to work independently under the supervision of staff.
3. Ability to communicate in the English language and work as a team member. Spanish language fluency desirable.
4. Possess excellent communication and customer service skills and exercise good judgment when dealing with the public, staff and other volunteers.
5. Ability to convey information accurately and effectively.
6. Criminal background check as required by program standards.

LAPEER COUNTY ANIMAL SHELTER
VOLUNTEER PROGRAM

Policy:

Lapeer County Health Department Animal Control Division welcomes volunteer assistance to support the operations of the Animal Shelter by enhancing animal welfare and assistance to the public.

Purpose:

To establish rules and regulations that help assure the safety of sheltered animals, volunteers and the public.

Procedures:

A. Qualifications:

1. All volunteers must be eighteen (18) years of age to apply for volunteer positions with the Animal Control Division.
2. Volunteers must complete an application, including a copy of a valid Driver's License or State ID and criminal background check.
3. To allow for consistency and maintain volunteer skills, we ask that volunteers commit to a minimum of eight (8) hours per month for at least four (4) months. All hours worked must be recorded on the volunteer hours recording sheet (sign in sheet)
4. Volunteers will read and sign a release of liability form.

B. Orientation and Training:

1. All volunteers must complete orientation/training prior to serving as a volunteer.
2. Upon successful completion of the training/orientation, the volunteer will be awarded a certificate of completion and a volunteer ID.

C. Volunteer Identification

1. Volunteers will be issued a Lapeer County Health Department photo ID upon completion of the orientation/training session. ID's must be worn when volunteering at the shelter.
2. Lost or stolen ID's must be reported to the Animal Control Chief immediately.
3. Volunteers are prohibited from using their ID care for any purpose other than Lapeer County Animal Shelter business. Volunteers will represent themselves as volunteers when working with the public. Volunteer attempts to misrepresent themselves or their authority is grounds for dismissal.
4. All ID cards will be returned to the Animal Control Chief upon resignation or dismissal

D. Work Rules

1. Volunteers will not be issued a standard uniform. However, to project a professional, organized image, volunteer clothing should be clean, neat and modest. Volunteers are encouraged to wear a polo type or T-shirt in

good condition, pants (knee length or lower and free of holes), tennis shoes or boots (no open toed shoes).

2. Volunteers must familiarize themselves with and follow the Animal Control Division policies and procedures.
3. A key function of the volunteer is to provide a helpful, courteous and polite interface with the public.
 - a) Volunteers may answer basic questions regarding a specific animal as instructed by the shelter staff. Although volunteers should encourage the public to adopt animals, pairing appropriate animals with adoptive families requires an understanding of animal breeds, temperaments, and conditions related to the adoptive family. Volunteers will consult with shelter staff regarding the appropriate adoption of any shelter animal. Volunteers will not pressure or attempt to coerce anyone to adopt an animal.
 - b) Any information pertaining to animal records and cases are confidential information and may not be discussed with others.
 - c) Volunteers are prohibited from taking any type of photos/films/videos of the animals or shelter without specific, prior approval of the Animal Control Chief.
4. Certain areas of the shelter are off limits to volunteers unless specific permission is obtained from shelter staff. These areas include the incinerator room, green room and front office.

E. Lapeer County Animal Shelter Volunteer Roles

Volunteers serve in a number of roles at the shelter. Some of these may include:

- 1) Lost and Found Volunteer
- 2) Feline Animal Care Assistant Volunteer
 - a) Socializing cats and kittens
 - b) Helping with adoptions/counseling
- 3) Canine Animal Care Assistant Volunteer
 - a) Socializing puppies and dogs
 - b) Helping with adoptions/counseling
- 4) Special Events Volunteer
 - a) Fund raising/adoption days
 - b) Donations
 - c) Gardening, planting and assisting with other outdoor shelter tasks
- 5) Web/Photography Volunteer
 - a) Takes photos of animals for online and newspaper publication