

FOTAS Shelter Volunteer Policies & Guidelines



*friends of
the animals*

Southern Oregon

Friends of the Animals (FOTAS)

3265 Biddle Rd, Medford, OR
97504

1875 Highway 99 N, Unit B, Ashland, OR 97520

PO Box 1153, Ashland, OR 97520

PH: 541-708-0090

www.fotas.org

Volunteer Program Coordinator

PH: 458-488-3041

[Email: fotas@fotas.org](mailto:fotas@fotas.org)

Contents

Purpose of Volunteer Policies

Friends of the Animals volunteer policies are provided to offer guidance and direction to volunteers and staff engaged in programs. These policies are intended to clarify the roles and responsibilities of volunteers and constitute a binding contractual agreement. Volunteers are not employees of FOTAS or JCAS. FOTAS reserves the right to change any programs or policies at any time.

Scope of Policies and Procedures

Unless specifically stated, the volunteer program policies, guidelines, and procedures apply to all FOTAS Volunteers, at all sites of operation. The following pages include information regarding FOTAS and Shelter policies, procedures, and other valuable information. For your safety, the safety of the animals, and the safety of other volunteers, staff, and the public, please make yourself familiar with the entire handbook.

Contact Information	page 3
About FOTAS	page 4
About JCAS	page 4
Volunteer Basic Information	page 5
Important Things to Know	page 6
Getting Started at the Shelter	page 7
General Conduct	page 9
Walker Requirements	page 9
Working with FOTAS	page 11
Handbook Acknowledgement	page 14

Friends of the Animals (FOTAS)

Administrative Office

Physical Address

1875 N Pacific Hwy 99, Suite B
Ashland, Oregon 97520

Mailing Address

PO Box 1153
Ashland, OR 97520

Office Phone: (541) 708-0090

FOTAS Volunteer Office: (458) 488-3041

Email: fotas@fotas.org

Web: www.fotas.org

Shelter Hours:

Mon - Fri 11am-4pm

Sat – Sun 12pm-4pm

FOTAS Staff

Executive Director - Megan Ayars.....megan@fotas.org
Volunteer Program Coordinator – Liz Obelenus.....fotas@fotas.org
Cat Foster Coordinator – Maya Ryall.....catfoster@fotas.org
Dog Foster Coordinator - Dena Vogt.....dogfoster@fotas.org
Bookkeeper – Sandy Siegfried.....bookkeeping@fotas.org
Fundraising/Marketing – John Wingjohn@fotas.org
Spay / Neuter Clinic Manager – Victoria Wade victoria@fotas.org
Vaccination Microchip Drive Thru Coordinator randi@fotas.org

Jackson County Animal Shelter (JCAS)

BUSINESS HOURS

Facility is open to the public:

Tuesdays – Fridays: 11:00am-4:00pm

Saturdays, and Sundays: 12:00pm-4:00 p.m.

Closed to the Public on Mondays

Holidays: When JCAS observes a Holiday, the Shelter is closed to Volunteers.

Physical Address

5595 South Pacific Highway
Phoenix, Oregon 97535

Phone: (541) 774-6654

Fax: (541) 774-6607

Animal Control Dispatch (Gets messages to Animal Control Officer)

Phone: (541) 774-6655, Contact by phone; leave a message at any time.

Lost & Found Reports

<http://jacksoncountyor.org/hhs/Animal-Services/Lost-Found/Lost-Found-Dogs>

Adoptions

<http://www.fotas.org/adopting-from-the-jackson-county-animal-shelter/>

About FOTAS

FOTAS was formed in 1990 to support the Jackson County Animal Shelter (JCAS). It is a unique partnership since the Shelter is a County agency and FOTAS is a 501c3 non-profit organization.

Our mission: Friends of the Animals is a 501(c)3 organization that improves the quality of life for animals in Southern Oregon by facilitating adoption, medical care, education, and resources to our community.

How YOU can help at FOTAS!

Volunteers are essential to FOTAS! We have many opportunities to help in the community and at the Shelter, with animals, or for support programs. Please contact the FOTAS office to get involved in Volunteer opportunities!

About the Jackson County Animal Shelter (JCAS)

Each year, thousands of lost, stray, and unwanted animals become residents of the Jackson County Animal Shelter, providing Shelter for 1,800 Dogs.

JCAS is the largest of four Shelters in Jackson County.

- JCAS is the only government-operated Shelter in Jackson County.
- FOTAS and JCAS are different rescues.

Other Animal Shelters in Jackson County

- Southern Oregon Humane Society (SoHumane) – mostly owner surrenders and rescues.
- C.A.T.S (Committed Alliance to Strays) – only accepts strays/abandoned cats that can be handled.
- Sanctuary One (care farm located in Applegate) – only animals transferred from other Shelters.

JCAS's Role in the Community

1. Reunite lost animals with owners.
2. If unable to find an owner, determine if the animal is suitable to be adopted as a companion animal.
3. License dogs (required by law); optional for cats.
4. Care of dogs brought in by law enforcement.

JCAS Shelter Staff

- County employees – includes Kennel Technicians, Front Desk support, and Shelter Manager.
- Animal Control Officers – respond to public safety emergencies & animal complaints.

Volunteering Basic Information

Volunteer Support

Volunteers play an essential role in meeting the mission of the Shelter. They help us meet the daily needs of the animals at the Shelter; open their homes to animals that have been transferred to FOTAS Foster care; represent FOTAS at community events; and serve on many Volunteer teams.

Since your support as a Volunteer is extremely important, your decision to participate must be made with a full understanding of the commitment and responsibility it demands. This handbook has been prepared for you as a reference guide. It contains information regarding our policies & procedures. Please read it carefully so you will be well-equipped to answer questions knowledgeably and provide quality care for the animals.

Thank you for giving your time and energy to Friends of the Animals! We hope the time you spend at the Shelter will be beneficial and rewarding to you, as well as the animals you will be helping.

Your Dogs Must Be Licensed with Jackson County

Every dog in your home must be up to date with a current license with Jackson County for you to volunteer with FOTAS since dog licensing is required by law and the fees support the Shelter's operation.

Age Requirements

Children 15-18 may work with dogs alongside their parent or legal guardian. **All Volunteers under age 18 must have a parent or legal guardian with them whenever they volunteer at the Shelter to supervise their activities and be actively involved as a Volunteer. This means that both parties are trained as Volunteers. On their 18th birthday, Volunteers are allowed to work independently.**

Minimum Age: Dogs = 15 Years Old

Volunteer Typical Commitment

2-2.5 hours once a week /we prefer a 6-month commitment, with a set weekly schedule.

Hours of Operation:

Shelter Volunteering takes place from 9:00am to 4:00pm most days. The County does observe some holidays in which the Shelter is closed and there are no volunteers or public are allowed. On those days, JCAS Staff care for the animals.

Orientation

Register to attend the required orientation where you will learn more about the Jackson County Animal Shelter, FOTAS, and the different volunteer opportunities at <https://www.fotas.org/ways-to-volunteer/#application> . Once you determine if the Shelter is the right volunteer opportunity for you and you have submitted your Volunteer application, we will work with you to determine when you will go to the Shelter for Orientation. Some activities require minimal training. Direct animal care requires more in-depth training such as a Dog Mentorship.

Volunteer Application and Waiver

Every Volunteer must have a signed application, waiver, and social media release on file before performing any volunteer activities. Minors must have a parent or legal guardian's signature on their application.

Please keep FOTAS up to date with changes to contact information and emergency contacts. We may make updates to FOTAS forms requiring updated signing for compliance.

Picture & Likeness

If you volunteer at events or places where FOTAS is taking pictures, you are consenting to have your

likeness used should FOTAS use the photos in Social Media and/or print media.

Programs & Training

We offer a variety of programs at the Shelter, out in the community, and behind the scenes. Many volunteer assignments have unique training for their position.

For the people who want to work directly with dogs, we will be offering the chance to schedule a Mentorship after orientation. Please note that this is a training course to cover the basic guidelines and safe handling of Shelter animals and is mandatory for those who want to work directly with Shelter animals. Basic animal handling will include Mentoring sessions to help you learn the key competencies required for working directly with the Shelter animals. Advanced animal handling will require more in-depth training. Timelines for training vary per individual as we work with your schedule to match you with an available mentor.

Important Things to Know

- Familiarize yourself with, and abide by, all FOTAS policies and procedures as presented during Orientation, during other training, in video training materials, and in written materials that are provided by FOTAS.
- Always consult the FOTAS Representative before a JCAS staff member.
- Carry out instructions by staff and seasoned volunteers as requested.

Personal Belongings

Please leave any personal belongings or valuables at home that you do not need for your volunteer shift. Please do not leave any valuables in the Volunteer area or any public area of the Shelter. It is recommended that valuables necessary to get to the Shelter be left out of sight in your locked vehicle. You may also leave smaller items with the FOTAS Representative in the Shelter office.

Cell Phones & Electronics

Cell phone use should be limited to Shelter-related activities. If you need to make a personal phone call, please step outside of the FOTAS office. Personal use of headphones or other electronic devices is not permitted during your volunteer shift.

For your safety, as well as the safety of other Volunteers, Staff, public, and animals, it is important that you are fully aware of your surroundings while at the Shelter. We expect that you are enjoying your time engaging with the animals, fellow Volunteers, and communicating with potential adopters. This cannot be done effectively while you're distracted by podcasts, music, phone calls, etc.

Guests

FOTAS Volunteers may bring guests with them during their scheduled shifts but prior authorization from FOTAS Representatives must be obtained. Guests may not handle Shelter dogs.

Personal Animals

Kindly refrain from bringing your own pets to Volunteer assignments (unless given prior authorization by a FOTAS Representative). We appreciate the time you are taking away from your own pets in order to spend time with the animals at the Shelter.

Volunteer Guidelines for Bringing Treats from Home

Thank you for thinking of the dogs and cats at the Shelter! Although everyone enjoys a treat, some animals may get stomach upset from certain kinds of treats, too many changes in their diet, or too many treats at once. To make sure everyone stays healthy – **ONLY use the treats that are approved by the Shelter** to give to the animals. Please do not bring homemade treats.

Thank you for helping keep the Shelter animals happy and healthy!

Adopting

We strongly suggest that Volunteers not adopt any pets until 60 days after they start volunteering with FOTAS at the Shelter. It is also recommended that you set a pet limit for yourself before you even start. The best way you can help these animals is to promote them and become an advocate so that you can help them find their fur-ever homes.

Getting Started at the Shelter

Dress Code

Come prepared with the mindset that anything you wear will get dirty. When working with animals, it is advised to cover as much skin as possible to avoid scratches, exposure to communicable illness, and/or bug bites. It is recommended that you sanitize your hands between the animals you are handling and again once you get home.

- Volunteers must be easily identifiable to others. Therefore, Volunteers must always wear their name badge.
 - When appropriate, wear designated lanyards for Training Crew, Playgroup, Enrichment, and the fob lanyards (must be signed in/out) for the Cuddle Room.
- Long pants are required and long sleeves are recommended to avoid scratches or bites, as well as seasonal sun exposure.
- Closed-toed shoes are required for dog walkers. **NO** flip flops, slippers, slides, strappy or high-heeled sandals.
- For your safety, excessively loose-fitting clothing and hoop earrings, long necklaces, or other dangling jewelry is not recommended while working with animals.
- If a Volunteer does not wear the required clothing, they will not be able to participate in Volunteer activities at the Shelter until they adopt the required clothing.

Parking

The front parking lot is for the use of our public guests, and the left side is for overflow for Volunteers. Volunteers may park in the Volunteer lot at the back of the building. **Do not** park in the spots designated for staff or for a loading zone. Only park in available spots, and never along the fence line in the volunteer lot, or near the Hagler House. Since parking is at a premium, please carpool or get dropped off if feasible.

Entering and Exiting the Shelter

Volunteers are expected to use the front doors to enter the building. Before the Shelter is open to the public, the front left door is generally unlocked for Volunteers to access the Shelter for a scheduled shift. (If the County Front Desk staff are away from the desk, the doors may be locked. Knock and be patient as staff will open the door as soon as possible.)

The back door can be used for Volunteers who will be using the Cuddle Room; this requires one of the key fob lanyards. Volunteers must sign in/out for a key card to the back door during their scheduled shift in the Shelter's FOTAS office, on the clipboard below the sign-in tablet. Please remember to return these for the next Volunteer to use. *(Please do not take them home with you.)*

Off-Limits Areas

Certain areas are deemed EMPLOYEE ONLY areas for reasons of safety, security, or disease control. As a result, Volunteers are restricted from these areas, unless assigned and authorized to be there. These include lower and upper holding as well as evaluation rooms.

Name Badge Identification System

FOTAS Volunteers should wear their official name badge issued by the FOTAS office and display name

badge in a visible place every time they are on campus volunteering and at offsite events.

Hard plastic name badges are issued to Volunteers after they have Service hours at the Shelter. These more experienced Volunteers can be helpful resources to new volunteers and members of the public.

- Temporary soft plastic name badge = given at first Mentorship session
- Hard Plastic Name Badge = given after giving Service hours to the animals at the Shelter
- Heart for Name Badge = received after 5, 10, 15, 20 + years of service
 - If your Name Badge is missing, see the FOTAS Representative for a replacement.
 - The magnets from the back of the Name Badges often go missing, see the FOTAS Representative for a replacement.

Getting Signed Up for an Available Shift

We understand Volunteers often have busy schedules and we appreciate the time you spend at the Shelter. However, to help the animals as best as possible, we do require that Volunteers sign up for their shifts, in advance. This allows us to know how many Volunteers we can expect in each area of the Shelter each day, and in what areas we may need additional help. In addition, signing up for shifts helps us to ensure that there are not too many Volunteers in any particular area of the Shelter at one time.

You may ask – how can there be too many Volunteers? Too many people at one time in some areas of the Shelter can cause increased stress for the animals and can cause the animals to become irritable, stressed, or overstimulated. There are 5 main Yards, if there are more than 5 Dog Walkers, there are few places to take a dog for an outing.

Cancelling Shifts

If a Volunteer is unable to make their shift, they must notify the FOTAS office as soon as possible, by emailing fotas@fotas.org or calling (458) 488-3041. We prefer to get an email regarding shift cancellations.

Volunteers who “No call/No show” for 3 shifts will be considered Inactive and removed from the schedule.

Recording Hours (Sign In / Sign Out)

All Volunteers are required to sign in and out for their Volunteer shifts.

Volunteers at the Shelter – will sign in at the kiosk in the FOTAS office.

Offsite and behind the scenes positions are logged by FOTAS staff, please provide hours monthly.

Volunteer Inactivity

In order to make sure all Volunteers are up-to-date and well-trained in their Volunteer positions, Volunteers who are inactive in their Volunteer work for an extended period of time may be asked to attend an orientation or training class, as things are often changing at the Shelter and we want to make sure Volunteers have the most current information and training. These situations may apply to certain Volunteers and will be decided on an individual basis based on a Volunteer’s prior experience at the Shelter as well as relevant changes to the program that may have occurred.

General Conduct

Friends of the Animals (FOTAS) Respect and Professional Conduct Policy

Purpose of This Policy:

This policy establishes expectations for workplace respect and professional conduct for FOTAS. It applies to all paid employees, volunteers, board members, and anyone representing the organization.

Respectful Treatment Between People:

All individuals – paid or volunteer – must treat each other with dignity, respect and professionalism.

Expectations:

- Mutual Respect – Everyone is expected to communicate courteously, listen actively and assume good intent.
- Zero Harassment – Harassment, bullying, discrimination or intimidation of any kind is prohibited.
- Clear Communication – Concerns should be raised respectfully through designated supervisors.
- Role Boundaries – Board members, paid staff and volunteers must honor each other's responsibilities and avoid undermining decisions or authority.
- Conflict resolution – Disagreements should be addressed calmly, privately, and with a focus on solutions.

Representing FOTAS

Volunteers are the face of FOTAS and are advocates of the animals. Volunteers are often the first person visitors see when they walk through the door. Studies have shown that how people are greeted has a huge impact on whether they adopt a pet, so the impression from all Volunteers is very important to our success and great emphasis should be placed on our customer service skills. All Volunteers are expected to be able to serve as a point of contact for visitors and be able to answer questions, and/or guide visitors to the appropriate areas while being polite and helpful.

Volunteers should answer questions in areas they have been specifically trained or know what direction to guide visitors to get further answers. Any medical questions should be written on the Medical Clipboard next to the Whiteboard in the Adoption Kennels. Questions from the public regarding policy should be directed towards the FOTAS Representative.

In the event of unhappy or upset customers, or an escalating situation, Volunteers should stay calm and remove themselves from the situation. Immediately alert the FOTAS Representative and refrain from becoming involved in the situation.

Walker Requirements

Animal Care & Handling of Animals

- Dog walking is a **physically demanding, safety-sensitive role**. To ensure the safety of our volunteers, staff, animals, and the public, individuals applying for this role must be able to perform the **essential functions listed below, with or without reasonable accommodation**.

This role requires the ability to:

- Walk **60-120 minutes per shift** on uneven surfaces (concrete, gravel, grass, ramps).
- Maintain balance in **wet, muddy, or slippery conditions**.
- **Hold and control a leash** attached to dogs weighing up to **70–100 lbs**.
- Maintain sufficient **upper-body strength and grip** to manage pulling, lunging, or sudden movement.
- Bend, squat, and reach to attach leashes, harnesses, and secure kennel doors.
- React quickly to unexpected stimuli (other dogs, loud noises, people, vehicles).
- Work safely in outdoor weather conditions (heat, cold, rain).
- Tolerate high noise levels, animal dander, and strong odors.

Important Safety Notes:

- Dog walking **cannot be performed while using mobility aids or assistive devices.**
 - Volunteers must be able to safely control the dog **at all times.**
 - Not all dogs pull, but volunteers must be capable of handling those that do.
-

Not Sure This Role Is the Right Fit?

We offer many other volunteer opportunities that may be a better match, including:

- Office and administrative support
- Foster care
- Event and Outreach roles
- Spay & Neuter Clinic support
- Monthly Vaccine Drive-Through Clinic

If you would like help identifying a role that fits your abilities, please contact us **before applying** at fotas@fotas.org

Incident & Accident Reporting

All incidents and injuries must be reported **IMMEDIATELY** to a FOTAS Representative so that the situation can be assessed, and determinations can be made about the appropriate next steps and REQUIRED forms can be filled out. This includes accidents, scratches, bites and property damage.

If you are bitten or scratched, wash the injured area with soap and water immediately and contact FOTAS, or alert another Volunteer for help. FOTAS and JCAS have first aid kits on site for minor injuries. If the skin is broken or you have concerns, see your physician immediately.

Failure to report an injury or accident could result in disciplinary action.

Incident reports will also be completed for conduct violations, concerns, and training adjustments. Multiple Incident Reports regarding improper conduct may result in suspension or termination from the FOTAS Volunteer Program at the Shelter.

Confidentiality and Privacy Policy

All Volunteers are expected to maintain confidentiality of all proprietary or privileged information while serving as a Volunteer. This includes information that may involve fellow Volunteers, clients, sponsors, and overall business dealings of FOTAS/JCAS. Any personal information regarding the former owner, adopter, or rescue partner for an animal can only be released by a manager. A Volunteer's unauthorized use of confidential information may be cause for termination. This includes information that may involve Board members, other Volunteers, clients, sponsors and/or the overall business of FOTAS and JCAS.

Company Property

Equipment provided to you by FOTAS should not be used for personal use – unless it is approved for use in off-site Volunteer activities.

Tobacco-Free Workplace

Smoking and vaping are not permitted in any enclosed building, outside on JCAS property, nor in your vehicle. Smoking and vaping are prohibited while handling animals. This policy applies to all employees, Volunteers, clients, contractors and visitors.

Prohibited Conduct

- Failure to adhere to Volunteer guidelines
- Conduct during a shift which would be detrimental to the organization and/or the animals
- Volunteering under the influence of drugs or alcohol
- Volunteers may not have possession of a weapon while volunteering
- Theft of property or funds
- Any abuse or mistreatment of animals
- Releasing of confidential information
- Gross misconduct or insubordination

Working with FOTAS

General Communication

Daily

- Kennel Velcro Comments – on dog kennels. Volunteers should put notes each day after their time spent with an animal to highlight areas that other Volunteers should be aware of. Velcro comments are kept on the shelving unit on the Adoption side of the kennels.
- Medical Clipboard – Notes on clipboard next to whiteboard in kennels that JCAS technicians need to be aware of anything specifically related to a dog.
- Nightly Email – FOTAS works hard to publish a nightly Dog Walker’s Bulletin. These emails contain information about events that happened that day, who was added to adoption, who was put on hold and who found a new home. Often special notices about certain shifts that need help, and important messages from FOTAS or JCAS appear.
- Bulletin Board by sign-in desk

Program Suggestions

FOTAS and the Shelter have introduced many progressive programs, and many have been introduced by Volunteers. If you have a program idea, please let the FOTAS office know.

News Media Requests

JCAS/FOTAS is in the news regularly, and sometimes representatives from the media will ask Volunteers for interviews or information while they are on duty. Volunteers should inform the media representative that they are Volunteers and cannot speak on behalf of the agency and then direct the media request to the FOTAS office. The term "media" includes all Newspapers, TV, radio, film, video, internet, or other outlets, as well as reporters, producers, photojournalists, filmmakers, and anyone else associated with these media.

Media Procedures

It is essential that any interactions with the media be made through the Publicity Committee Chair or FOTAS Staff. Media includes anything printed, broadcast, and/or televised about FOTAS. We welcome any contacts or story ideas you may have and ask that you direct them to the Volunteer Program Coordinator.

Brand Use & Social Media

FOTAS understands that many of its Volunteers have personal blogs, Facebook accounts, and other social media profiles or accounts. To ensure that information is not misinterpreted as official FOTAS communications, FOTAS's logo may not be used by Volunteers or others, as a part of an identity photo for any social media account, website, blog, or other communications. Likewise, FOTAS's name may not be used in or as a part of personal email addresses created at Gmail, Hotmail, or other free email services because it may be misinterpreted as an official FOTAS email communication by the receiver. The FOTAS name and logo may only accompany official FOTAS communications.

Representation of FOTAS

Volunteers should take care not to present themselves as representatives of FOTAS and may not:

- Enter or make any contractual or financial agreements or obligations on behalf of FOTAS
- Use FOTAS's logo or name on printed or electronic materials without permission
- Fundraise using FOTAS's name, logo, or public materials such as photographs or Videos without approval
- Make any public statements, written or verbal, appearing to represent FOTAS
- Lobby individuals, groups, organizations, government bodies, or elected officials on behalf of FOTAS without approval

Photographs & Video

Periodically, Volunteers are asked by FOTAS staff or representatives to be included in photographs and/or video for marketing or training purposes; agreement for the use of your image is implied as part of your Volunteer agreement. In addition, Volunteers may be asked to take photographs or video for marketing purposes. Volunteer photographers and videographers waive all right to compensation for work produced for FOTAS or on FOTAS property.

Addressing Questions or Concerns

Our goal is to resolve all problems proactively as they occur. We encourage Volunteers, Shelter Staff, and FOTAS Staff to work together and communicate issues or concerns and find resolution together.

If you have difficulties working with other Volunteers or team members, bring the situation to the attention of the FOTAS office as soon as possible. We want to resolve issues so that we can work effectively as a team.

Verbal Counseling

When a performance problem is first identified or inappropriate behavior is displayed, it will be brought to the attention of the Volunteer as soon as possible. Discussion between the Volunteer Program Coordinator and the Volunteer will be the first step in the process.

The Volunteer Program Coordinator will document the conversation, summarizing the issues discussed while noting the date of the meeting.

If a volunteer's actions significantly violate our policies or if a volunteer refuses verbal counseling, this may result in an immediate written warning, suspension, or termination.

Written Warning

If an informal discussion with the Volunteer does not result in corrective action, the Volunteer Program Coordinator will prepare an incident report. This formal memorandum will highlight the prior counseling session and the subsequent infraction(s) leading to this warning. This written warning will be addressed to the Volunteer with copies made for the Volunteer's file and should include all of the information required by the disciplinary process.

- Incident Reporting will also be completed for conduct violations, concerns, or training adjustments. We will work with any Volunteer involved to make sure that we have the best outcomes moving forward. Multiple Incident Reports regarding improper conduct may result in suspension or termination from the FOTAS Volunteer Program at the Shelter.

Suspension or Termination

If the Volunteer's performance continues to deteriorate or corrective action is not adhered to, the Volunteer Program Coordinator will prepare and deliver to the Volunteer a memorandum summarizing all previous corrective actions and the specific problem(s) that warranted the suspension period or termination action.

FOTAS reserves the right to terminate a Volunteer's connection with the organization at any time.

Resignation and Termination

We hope that you find your Volunteer experience rewarding and enjoyable and that you will remain with us for many years. If you do find it necessary to resign from your Volunteer assignment, please contact the Volunteer office to notify them of your plans. We understand that the ability and desire to volunteer changes throughout a person's lifetime and we will support your decision.

On occasion, we find it necessary to ask Volunteers to leave our service. FOTAS reserves the right to terminate a Volunteer's service for any reason including, but not limited to, violation of policy as outlined in this manual or subsequent communications.

Handbook Acknowledgement

By signing below, I acknowledge that I have received, read, and understand the Friends of the Animals Volunteer Handbook. I agree to comply with all the policies, procedures, and guidelines set forth in the handbook.

I understand that the handbook provides essential information about Friends of the Animals and my responsibilities as a volunteer. I understand that Friends of the Animals may modify, revise, or update the policies and procedures in the handbook at its discretion, and I agree to adhere to any changes communicated to me or otherwise.

I understand that my role as a volunteer is at-will, that either Friends of the Animals or I may end the volunteer relationship at any time, with or without cause or notice.

I agree to maintain confidentiality of any proprietary or sensitive information encountered in my role as a volunteer. While volunteers are encouraged to share their experiences and stories within our organization, they should never disclose information that could be perceived as damaging, harmful, or disruptive to Friends of the Animals or the Jackson County Animal Shelter.

Volunteer Name (Printed): _____

Volunteer Signature: _____

Date: _____

Friends of the Animals Representative Name (Printed): _____

Friends of the Animals Representative Signature: _____

Date: _____

