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## COMMUNITY SERVICE GUIDELINES

Thank you for your interest in serving mandated community service hours at NOCO Humane. Individuals seeking to fulfill community service requirements do not participate in the volunteer program: they complete projects and tasks that do not involve any contact with the animals or the clients at the shelter.

Community Service Volunteers must read the guidelines, complete the information profile, and sign the code of conduct/waiver in order to get started. Please note the Organization does not accept individuals with violent, sexual or animal related charges and reserves the right to refuse a Community Service Volunteer for any reason. Email [acsupervisors@nocohumane.org](mailto:acsupervisors@nocohumane.org) prior to your first shift with any questions.

- At NOCO Humane, community service is defined as a one time or short-term volunteer commitment.
- Community Service Volunteers must be 18 years of age or older. No partner-up groups are allowed for mandated service.
- Sign-in times for all Community Service Volunteers are Sunday- Saturday at 9:30am or 2pm.
- All shifts are a minimum of 2 hours, but Community Service Volunteers can stay until the building closes (see website for current operating hours) as long as there is still work to be carried out.
- NOCO Humane will turn away volunteers who do not show up to their shift on time, do not stay on task or exhibit poor behavior.
- NOCO Humane reserves the right to end volunteer shifts early if there is not enough work available.
- Shifts are filled on a first-come first-serve basis via the SignUp.com link.
- We will not schedule individual's community service time. Community Service Volunteers will need to sign up for shifts online via the SignUp.com link.
- All Community Service Volunteers must park in the southwest portion of the parking lot, proceed to the **INTAKE LOBBY** door located on the east side of the shelter building and check-in with a Client Services staff member.
- Duties may include mopping, laundry, dishes, sorting donations, cleaning, and more. NO animal handling is permitted.
- Community Service Volunteers must follow all COVID guidelines set forth by the Organization

### Dress Protocol

- To prevent slipping, exposure to harsh cleaning chemicals, and injuries, all Community Service Volunteers must wear flat, closed-toe rubber-soled shoes at all times.
- All Community Service Volunteers must wear full-length pants and an appropriate top.
- All Community Service Volunteers will wear a Community Service Volunteer nametag.
- Community Service Volunteers may **not** wear: shorts, skirts, capris, thong sandals, flip flops, or any shoe with an open toe, torn, tattered, bleach-stained clothing, T-shirts with a controversial or offensive message, halter tops, back-less shirts, half-shirts, muscle shirts, tank tops, dangling earrings or other jewelry that may interfere with volunteer duties.



### COMMUNITY SERVICE CODE OF CONDUCT/WAIVER

- My services to NOCO Humane are provided on a strictly voluntary basis as a Community Service Volunteer, and without any express or implied promise of salary, compensation, or other payment of any kind. I am not an employee of NOCO Humane. My services are furnished without any other employment-type benefits, including unemployment insurance programs, worker's compensation or accrual in any form of vacation, or sick time.
- I WILL NOT handle any animals or enter into any areas that have animals in them. If an animal gets loose in an area in which I am working, I will find a staff member to contain the animal. I will adhere strictly to this policy in my capacity as a Community Service Volunteer, and if I cannot comply, my service will be discontinued.
- I understand that I am expected to complete assigned tasks accurately and if my work is not up to the expected standard my service will be discontinued.
- My Community Service work involves custodial, maintenance and/or clerical tasks only. I will not be working directly with the animals.
- I understand that NOCO Humane, without notice or hearing, may discontinue my service as a Community Service Volunteer at any time, with or without reason.
- I am responsible for completing my Community Service hours on time, and there is no obligation by NOCO Humane to ensure that my hours are completed. My hours will only be counted if they are written in the Community Service log book and signed off by an approved NOCO Humane employee each day. If I need extra written proof of my hours I must give the Shelter Staff 2 days notice via email at [acsupervisors@nocohumane.org](mailto:acsupervisors@nocohumane.org) or by phone call at 970.226.3647 ext. 3340.
- I understand that I shall not use NOCO Humane's phones, or my own cell phone, to make personal phone calls during my volunteer time. Shelter phones may be used to call for rides or in emergency situations with a supervisor's pre-approval.
- I understand that I will be working in a potentially hazardous environment around chemicals, high noise levels, and zoonosis, which could result in injury to my personal property or me. I will wear all safety equipment that is provided to me by the supervisor. I hereby release, discharge, indemnify, and hold harmless NOCO Humane, its directors, officers, employees and agents from any and all claims, causes of action, and demands of any nature, whether known or unknown, arising out of or in connection with my Community Service Volunteer activities on behalf of NOCO Humane.
- I hereby authorize NOCO Humane to use any photographs of me in its possession for public relation purposes.
- I will not use headphones, ear buds, or similar devices during my service at NOCO Humane.
- I will not take photos of the facility, staff, volunteers or animals in the care of NOCO Humane during my service.
- I will follow all COVID guidelines set forth by the Organization.
- I do not have any of the charges listed on page 1 that are not accepted by the Organization.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Service Volunteer

\_\_\_\_\_  
Contact phone number



## COMMUNITY SERVICE INFORMATION PROFILE

Please complete the information below as accurately and completely as possible. Thank you!

### Personal Information:

(Information is for shelter use only)

Date Completed: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone (please list type): \_\_\_\_\_

Are you currently a student? Yes No If so, where?: \_\_\_\_\_

Are you currently employed? Yes No If so, where?: \_\_\_\_\_

When was your last tetanus vaccination? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you have any physical limitations, medical conditions or allergies that we should be aware of? Yes No

If yes, please explain: \_\_\_\_\_

Number of hours to be completed: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOCO Humane Staff

\_\_\_\_\_  
Date Received

Notes: \_\_\_\_\_