

Humane Society of the Palouse

COURT MANDATED OR DISCIPLINARY COMMUNITY SERVICE GUIDELINES

Thank you for your interest in serving your mandated community service hours at the Humane Society of the Palouse. 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 information profile, and sign the code of conduct/waiver in order to get started. Please note that the Humane Society of the Palouse reserves the right to refuse a Community Service Volunteer for any reason.

* Community Service Volunteers must be 18 years of age or older.
* Volunteers must schedule in advance
* Time slots available are from 9:30 am – 12:00 pm, Monday – Saturday
* To sign up, please contact HSoP at 1-208-883-1166
* HSoP reserves the right to turn away any volunteers who do not show up on time and to ask volunteers to leave early if there is not enough work available.
* Shifts are filled on a first-come first-serve basis and HSoP can only accommodate 1 volunteer per morning.
* Duties may include laundry, dishes, sorting donations, cleaning, and more.

Dress Protocol

* To prevent slipping, exposure to harsh cleaning chemicals, and injuries, all Community Service Volunteers must wear flat, enclosed rubber-sole shoes at all times.
* All Community Service Volunteers may not wear: thong sandals, flip flops, or any shoe with an open toe, torn, tattered, bleach-stained clothing, cut-off shorts, 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.

INFORMATION PROFILE

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergencey Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_

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

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

COMMUNITY SERVICE CODE OF CONDUCT/WAIVER

* My services to HSoP 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 HSoP. 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 cages 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 HSoP, 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 HSoP 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 HSoP employee each day. If I need extra written proof of my hours I must alert HSoP staff manager.
* I understand that I shall not use HSoP’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 zoonotic illnesses including but not limited to ringworm, 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 the Humane Society of the Palouse, 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 HSoP.
* I hereby authorize the Humane Society of the Palouse to use any photographs of me in its possession for public relation purposes.

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Signature of Service Volunteer Date

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Printed Name of Service Volunteer Contact phone number

COURT MANDATED OR DISCIPLINARY COMMUNITY SERVICE PROCEDURE

* Arrive at 9:30 am
* Sign into Volunteer book
* Have forms completed and signed
* Cleaning tasks include but are not limited to:
	+ Cleaning social cat room:
		- Scoop litter boxes
		- Change water bowls
		- Replace soiled bedding
		- Clean off cat scratching posts – you can use a cat brush to do this
		- Sweep & Mop
		- Wipe walls & shelves
		- Wash widow & door
	+ Cleaning cat porch:
		- Scoop litter boxes
		- Change water bowls
		- Replace soiled bedding
		- Sweep
	+ Cleaning restroom:
		- Clean restroom fixtures – sink, toilet, top of dresser
		- Clean mirror
		- Sweep and mop
		- Take out trash
	+ Clean office:
		- Wipe desk and counter top
		- Change water bowl
		- Scoop litter boxes
		- Clean windows and doors
		- Take out trash
		- Sweep & mop
	+ Cleaning laundry room:
		- Keep laundry going
		- Fold clean laundry
		- Clean dishes – staff will explain dish cleaning procedure
		- Wipe down horizontal surfaces
		- Clean windows and doors
		- Sweep & mop
		- Scoop litter box
	+ Cleaning adoption counseling room:
		- Vacuum rug
		- Wipe counter
		- Clean window and doors
		- Take out trash
	+ Cleaning lobby, aka “Front”
		- Clean all windows and doors
		- Wipe all horizontal surfaces
		- Sweep and mop
		- Help take out trash