

Payne CART Volunteer Service Agreement

The Payne County Animal Response Team offers the following as a volunteer service agreement. The volunteer and volunteer program manager must sign and date.

As a volunteer at the Payne County Animal Response Team, I agree to:

Hold as absolutely confidential all information that I may obtain, directly or indirectly, concerning clients and staff. I agree not to seek to obtain confidential information from a client. I understand that an intentional or unintentional violation of confidentiality may result in disciplinary action, including termination by the Payne County Animal Response Team and/or possible legal action by others (i.e., clients, customers).

Be available to volunteer as indicated here by the volunteer program manager: (This should be individualized per agreement between the manager, supervisor and the volunteer. Examples: 3 hours per week for a minimum of 6 months or 4 hours each occasion during the first and third week of each month for 6 months).

Become familiar with the organization's policies and procedures and uphold its philosophy and standards.

Donate my services to the organization without contemplation of compensation, benefits, or future employment.

Be punctual and conscientious, conduct myself with dignity, courtesy, and consideration for others, and endeavor to make my work professional in quality.

Dress appropriately and maintain a well-groomed appearance for my volunteer assignments.

Attend orientation and in-service trainings as scheduled.

Carry out my assignments and seek assistance from my volunteer position supervisor when necessary.

Take any volunteer position-related problems, concerns, or suggestions to my supervisor or the volunteer program manager.

Adhere to the department's sign-in procedures.

Notify the volunteer program manager or my supervisor if I'm unable to work as scheduled

Notify the volunteer program manager when I choose to discontinue my volunteer service with the Payne

CART.

Allow my picture and name to be used for public relations and educational purposes in materials such as, but not limited to, newsletters, brochures, newspaper articles, educational videotapes, and website.

I understand that the Payne CART reserves the right to terminate my volunteer status as a result of any of the following:

Failure to comply with organizational policies, rules and other regulations. Absences without prior notification
Unsatisfactory attitude, work, or appearance.

Any other circumstances which, in the judgment of the volunteer program manager and/or supervisor, would make my continued service as a volunteer contrary to the best interest of myself or the Payne County Animal Response Team.

I understand that handling animals and other volunteer activities may place me in situations that could result in injury to me or my personal property. On behalf of myself, my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless the Oklahoma Medical Reserve Corp (OKMRC) Payne County Animal Response Team (Payne CART) and 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 any volunteer activities on behalf of the Oklahoma Medical Reserve Corp or the Payne County Animal Response Team.

I have read and understand each of the above conditions and my signature below indicates that I agree to be bound by them.

Volunteer Signature Date

Volunteer Program Manager Signature Date