



NEVADA SPCA VOLUNTEER RULES AND REGULATIONS

GENERAL

- All Volunteers must fill out an application, attend an orientation session(s), and agree to Nevada SPCA's Volunteer Rules and Regulations.
- Volunteers must attend in-service training when required.
- Volunteers between 13 and 18 years of age must be accompanied by a custodial parent or guardian. Volunteers must be 18 years of age or older to work as a Dog Volunteer. Dog walking requires a volunteer to be 21 years or older.
- Volunteers must wear appropriate attire: pants, sturdy shoes or boots (no open toes), t-shirts or long sleeve shirts, and volunteer ID provided by Nevada SPCA. Keep in mind that when working with animals there is a good chance that you may get dirty or wet.

The following guidelines illustrate how volunteers should dress and present themselves.

- Sleeved t-shirts or hospital scrubs are to be worn. Designs should be appropriate and not distracting.
- Please avoid extremes in dress and behavior. Flashy or revealing outfits are unacceptable.
- Shoes must be appropriate. Tennis shoes are preferred, and open-toe shoes are prohibited.
- Jewelry should be subtle and free from profanity or inappropriate references.
- Please report any unusual activity to a staff member. This may include, but not limited to, the way the public is handling an animal, the behavior of an animal, the physical condition of an animal, or unusual looking feces or vomit in kennel.
- Report any hazard to a staff member (e.g. wet floor, item spilled, item on floor).
- Follow the directions and requests of staff members and volunteer supervisors.
- You must be courteous and respectful when dealing with the shelter staff, the public or other volunteers.
- Volunteers must follow and comply with Nevada SPCA Social Media Policy.

TIME AND ATTENDANCE

- You must notify the volunteer program manager/staff member if unable to work a special event as scheduled.
- All volunteers will be given an identification badge. The badge must be visibly displayed at all times while volunteering.
- Volunteers must sign-in upon arrival and sign-out upon departure.
- If an issue (injury etc.) is reported during volunteer time, a Volunteer Incident Report must be completed by the volunteer or a staff member if the volunteer refuses.

Initials: _____

Date: _____

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WORKING WITH SHELTER ANIMALS

- Volunteers who wish to work directly with animals in the shelter must go through the appropriate animal handling class. This includes how to identify animals that can be handled, leash technique, etc.
- Do not approach an animal that appears afraid. Wait to see if their demeanor changes and ask for help from a staff member.
- Remember a sick animal can easily spread disease throughout the shelter. Handle all animals one at a time and sanitize your hands in between handling the animals. Report any potential illnesses immediately to a staff member.
- Please do not feed the animals without permission from a staff member as they may be on a special diet or need medication.
- Do not walk dogs in public areas of the shelter, including the front parking lot.
- Utilize the side entrance of the shelter when taking animals out of the shelter.
- Be aware that you can say "NO" to a task when you feel the request is inappropriate, beyond your skill level and depth of knowledge, or if you perceive a situation to be unsafe, physically or emotionally.
- If you have any concerns regarding the safety or well-being of an animal, please share this information with a staff member.

INJURIES

- If an injury occurs in the course of volunteering, you must report it to a staff member immediately and fill out a Volunteer Incident Report.
- Volunteers must exercise care and act responsibly at all times, especially around animals. Volunteers are advised that the activity of working with the animals may be hazardous. The following are some, but not all, of the risks associated with working with animals:
 - Bites or scratches from dogs, cats, or other animals housed at Nevada SPCA (which include those that have unknown medical history)
 - Being knocked down or pulled excessively by a dog
 - Injuries relating to wrist / hand / fingers from a dog leash
 - Slips / trips / falls resulting from the wet floors / kennels or equipment
 - Hitting head on objects such as cage doors / kennel walls / hose boxes, etc.
 - Water or cleansers spraying in eyes
 - Injuries resulting from cage doors, equipment, etc.
 - Flea / tick bites and ringworm infestation
 - Internal or external parasite exposure
 - Zoonotic illness (human illness contracted from animals) exposure
 - Animal illness exposure to animals at volunteer's home
 - Injuries related to lifting or handling animals, food, litter or equipment
 - Exposure to cleaners, latex gloves, bleach, and parasite control products
 - Loss of personal property
 - Any type of damage to car while parked on Nevada SPCA grounds
 - Damage to clothing from animals, cages, chemicals, etc.

PHOTO, VIDEO AND AUDIO RELEASE

Occasionally, Nevada SPCA program activities may be photographed, videotaped, or audio taped for educational, publicity or fundraising purposes and used in various forms of media and distribution. Please indicate if you give permission to appear in photos, videos, or audio recordings without compensation (e.g., as part of the brochures, slide shows, social media or program websites). By giving permission and signing this form, you irrevocably waive any right to own, inspect or approve the photos, videos, or audio recordings or electronic matter or media of any form that may be used in conjunction with them now or in the future whether that use is known to me or unknown, and you waive any right to royalties or other compensation arising from or related to the use of the photos, videos, or audio recordings.

Initials: _____

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SOCIAL MEDIA

Know and follow the rules

Carefully read these rules, and all applicable policies and procedures of Nevada SPCA, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

- Be respectful
- Be honest and accurate
- Post only appropriate and respectful content
- Do not create a link from your social networking site, blog or website
- Express only your personal opinions
- Retaliation is prohibited
- Volunteers should not speak to the media on Nevada SPCA's behalf

If you have questions or need any further guidance regarding the Social Media policies, please contact Nevada's SPCA's volunteer coordinator.

Nevada SPCA reserves the right to rescind any of these Nevada SPCA Rules and Regulations and to make such other and further rules and regulations as in its sole judgement, which rules and regulations shall be binding upon all Volunteers upon delivery to such Volunteer.

By signing below, I confirm that I have carefully read and fully understand the contents of any and all Nevada SPCA Volunteer Rules and Regulations.

Volunteer Printed Name

Signature

Date

If volunteer is under 18 years of age, custodial parent or guardian must read and sign the following:

The custodial parent or legal guardian understands the Nevada SPCA Volunteer Rules and Regulations. Nevada SPCA Volunteer Rules and Regulations have been explained to and are understood by the Custodial Parent or Guardian and the minor.

Parent/Guardian Printed Name

Signature

Date

Initials: _____

Date: _____