



Volunteer Application

Volunteer Contact Information:

Last Name: _____ First Name: _____ M.I.: _____

Date of Birth: _____ License/ID Number: _____

Address: _____

Phone Number: _____ Email Address: _____

Emergency Contact Information:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Volunteer Information:

Why are you interested in volunteering at Burke County Animal Services?

Describe any previous experience you have working with animals:

Current occupation and employer:

List additional information that may be useful (i.e., skills, training, certifications, interests, hobbies):

Please list the days/times you prefer to volunteer: (Monday-Saturday 8:00am-12:00pm)

Do you have a current tetanus vaccine? (circle) **YES** **NO**
(Volunteers will be required to have proof of a current tetanus vaccine before starting)

I give my permission to Burke County/Burke County Animal Services to verify the above information. I understand that this application does not guarantee acceptance to Burke County Animal Services Volunteer Program.

Volunteer Signature: _____ Date: _____

Approved By: _____ Date: _____

Kaitlin Settlemyre, BCAS Director



Volunteer Agreement

As a Burke County Animal Services (BCAS) volunteer, I agree to:

- Never handle or treat an animal in such a way that would be considered rough or abusive. I will always exercise compassion with the animals.
- Keep all information that I may obtain, directly or indirectly, confidential. This includes information concerning clients, the public, rescues, animals, and staff. I agree to not seek to obtain confidential information from these sources.
- Be available to commit to volunteering with BCAS for a minimum of three (3) months.
- Become familiar with and follow BCAS Standard Operational Procedure manual.
- Seek clarification from an Animal Services staff member when needed.
- Donate my services to BCAS without contemplation of compensation or future employment.
- Adhere to BCAS policy of not taking pictures and not interfacing with members of the media – unless otherwise instructed by a BCAS-leadership level personnel.
- Be punctual and conscientious, and conduct myself with dignity, courtesy, and consideration for others, and strive to make my work professional in quality.
- Purchase and maintain appropriate volunteer attire and maintain a well-groomed appearance for all volunteer assignments and on each assigned work day.
- Wear Personal Protective Equipment (PPE) such as safety glasses, gloves, waterproof boots, and/or any other equipment as designated by the Volunteer Trainer or BCAS Director.
- Attended supplemental and advanced training whenever possible.
- Limit my activity to my assigned work area unless otherwise directed by a BCAS staff member.
- Communicate any job related problems, concerns, differences of opinion, conflicts, or suggestions only to the BCAS Director.
- Adhere to sign-in/out and scheduling procedures.
- All social media activities such as photos, internet media pages, news media comments, etc., regarding BCAS and BCAS animals will be referred to the BCAS Director before release.
- Notify the BCAS Director at least 1 hour in advance when I am unable to work as scheduled.
- Notify the BCAS Director in writing if I choose to discontinue my volunteer service with BCAS.

Burke County Animal Services reserves the right to revoke a volunteer status as a result of any behavior in opposition of the Volunteer Agreement or Volunteer Code of Ethics. By signing, I am indicating that I have read, understand, and agree to comply with each of the above guidelines.

Please email any questions regarding volunteer opportunities to: AnimalServices@BurkeNC.org

Volunteer Signature: _____

Date: _____

Approved By: _____

Date: _____

Kaitlin Settlemyre, BCAS Director