



# Bibb County Sheriff's Office

## ANIMAL WELFARE

4214 Fulton Mill Rd., Macon, Georgia 31216 | (478) 621-6791

### VOLUNTEER APPLICATION & AGREEMENT FORM

#### PERSONAL INFORMATION

---

Full Name (Last, First): \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (H) \_\_\_\_\_

(W) \_\_\_\_\_, (C) \_\_\_\_\_

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

*(Be advised Bibb County Sheriff's Office Animal Services, reserves the right to conduct a Background check)*

Are you volunteering for a school-required community service project or another program?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify the school/program and hours required:

\_\_\_\_\_

Please list any physical limitations or allergies that may restrict your activities or require accommodations:

\_\_\_\_\_

#### ASSIGNMENT PREFERENCES

---

The following volunteer assignments may currently be available. Rank your top three choices by labeling 1, 2, and 3.

\_\_\_\_\_ Cat Companion

\_\_\_\_\_ Dog Companion/Dog Walking

\_\_\_\_\_ Special Events Assistant

\_\_\_\_\_ Grooming (must provide proof of experience)

\_\_\_\_\_ Cleaning Shelter

\_\_\_\_\_ Animal Transport

**SPECIAL SKILLS**

---

Please place a check mark next to any special skills you have.

- |  |  |
|--|--|
| <input type="checkbox"/> Fundraising         | <input type="checkbox"/> Event Planning            |
| <input type="checkbox"/> Behavior Training   | <input type="checkbox"/> Grooming                  |
| <input type="checkbox"/> Digital Photography | <input type="checkbox"/> Veterinary Experience     |
| <input type="checkbox"/> Education/Teaching  | <input type="checkbox"/> Other (please list) _____ |
- \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

---

Contact's Full Name: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_, (W) \_\_\_\_\_, (C) \_\_\_\_\_

**EXPERIENCE**

---

Please list any experience you have working with animals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please list any experience you have volunteering with other organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please list any other relevant skills, work experience or life experience you feel could benefit Macon-Bibb Animal Welfare:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Do you have any pets at home? If so, please list types of pets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

If you have pets at home, are they spayed/neutered? Why or why not?

\_\_\_\_\_  
\_\_\_\_\_.

I confirm that the information I have provided on this form is true and accurate. I understand that I am applying for a position as an unpaid volunteer at Animal Services and that submission of this application does not guarantee placement in the volunteer program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer's Driver's License #: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Application: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Staff Printed Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

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

## **ANIMAL SERVICES VOLUNTEER AGREEMENT**

---

In consideration of my opportunity to volunteer with Bibb County Sheriff's Office Animal Services (Animal Services), I agree to all the following terms and conditions, intending them to be legally binding.

1. I understand and accept that Animal Services may refuse my volunteer application for any reason.
2. I authorize Animal Services to investigate all statements contained in my volunteer application.
3. I understand that misrepresentation or omission of facts is cause for dismissal.
4. I fully understand and agree that my services are provided strictly in a volunteer capacity without any expressed or implied promise of salary or payment of any kind; employee benefits (such as employee health insurance); or eventual employment by Animal Services.
5. I understand that working with animals, as well as other duties I may perform at Animal Services, carry the risk of injury (such as animal bites, scratches, or accidents); illness; and damage to my personal property.
6. I agree to assume any and all risk involved and agree to hold harmless Animal Services, employees and/or contractors from any and all liability of risk due to any injury or illness to include physical, emotional, and/or psychological monetary or otherwise that may occur while on premise or may arise in the future as a result of my volunteer work with Animal Services.
7. I authorize Animal Services to seek emergency medical treatment in case of accident, injury, or illness. I hold Animal Services, including, but not limited to, employees harmless for any injury or illness arising from such emergency treatment other than that caused by gross negligence of Animal Services.
8. I agree to familiarize myself with and abide by all Animal Services policies and procedures as presented to me during orientation, during additional trainings, and in written materials provided to me by Animal Services.
9. I agree and accept that any and all photographs and/or video taken at Animal Services are the property of Animal Services and cannot be used without the expressed written permission of the current Director of Animal Services. Prior approval must be obtained to take photographs and/or video.
10. I agree to treat all animals under Animal Services care ethically and with the high standards expected by Animal Services.
11. I agree that certain information I may obtain as a volunteer at Animal Services is confidential, such as information about former owners of animals, adopters of animals, animals housed at the shelter, employees or volunteers. I agree not to release such confidential information to anyone (including former owners of animals, adopters of animals, employees, other volunteers, and social media), unless Animal Services Director has approved divulging such information.
12. I agree not to use MBAW's telephones, email, Internet connections, computers, documents, or other items or means of communication for any inappropriate purpose.
13. I agree not to serve as an Animal Services volunteer while under the influence of alcohol, illegal drugs, or any other substance that would interfere with my ability to work safely and effectively. I will not possess, use, or sell illegal drugs or other illegal substances.
14. I understand that Animal Services may terminate my volunteer services at any times and without notice for violating the terms of this agreement or for any other reason.

---

I have provided accurate information and read this entire agreement, understand its provisions, and agree to be bound by its terms.

---

Printed Name

---

Signature

---

Date

### **Social Media Guidelines:**

- Do not post any confidential/privileged information pertaining to any Animal Services employee or adopter. If you are unsure if what you wish to post is confidential or privileged, please check with the Animal Services Director prior to posting.
- Do not post any negative comments or pictures involving any Animal Services employee, former or current, including any confidential/privileged information pertaining to any Animal Services employee or adopter.
- If you post any comment about Animal Services, you must clearly and conspicuously state that you are posting in your individual capacity and that the views posted are yours alone and do not represent the views of Animal Services.
- Do not post any comment which can be construed as harassment of the public, volunteers, or employees.
- Do not post any falsification or misrepresentation of Animal Services' policies and procedures or by-laws.
- Unless given written consent, you may not use Animal Services' logo or any organizational material in your posts other than for approved Animal Services event flyers.
- All postings on social media must comply with the State of Georgia's Privacy Laws. If you are unsure about the confidential nature of information you are considering posting, consult the Animal Services Director.
- All Animal Services policies that regulate conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential information about employees or volunteers.
- Volunteers may not use Animal Services equipment for non- Animal Services related activities.
- We ask that you be a positive representative and advocate for the animal shelter, the animals and the volunteer program both on and off the premises.
- Keep in mind the speed and manner in which information posted on a blog, web page, social networking, twitter or similar site can be relayed and often misunderstood by readers. Be respectful of potential readers!
- **For volunteers, violation of this policy may lead to revocation, suspension or termination of volunteer status.**

**I have read and understand the guidelines outlined in Bibb County Sheriff's Office Animal Services(Animal Services) Social Media Policy.**

---

Printed Name

---

Signature

---

**Date**

\_\_\_\_\_  
**Animal Services Employee, Printed Name**

\_\_\_\_\_  
**Animal Services Employee, Signature**

\_\_\_\_\_  
**Date**