



LAWRENCE
Humane
SOCIETY

GENERAL VOLUNTEER POLICIES

In order to provide a meaningful volunteer experience, and ensure the safety of our guests and animals, the Lawrence Humane Society has set forth the following volunteer policies:

1. Volunteers work at the Lawrence Humane Society (LHS) at their own risk. The LHS is not liable or responsible for any accidents, illnesses or injuries to volunteers or volunteers' animal(s) as a result of participating in volunteering activities including dog play groups and fostering. The LHS is not financially responsible for any medical or veterinary treatment that may be required as a result of volunteering for the LHS.
2. Volunteers, such as dog walkers and foster volunteers, understand that his/her personal pet(s) will be exposed to other animal(s) of unknown temperament and health. Also understanding that his/her personal pet(s) may be exposed to illnesses routinely found in an animal shelter environment, including, but not limited to, 'kennel cough', and you will hold the Lawrence Humane Society, Inc harmless.
3. Volunteers will refrain from suing LHS and discharge LHS and its officers, agents and employees from all liability arising out of the participation in volunteering. Volunteers agree to indemnify and hold harmless LHS for any injury or illness that may incur to themselves or their animals.
4. All volunteers authorize LHS to use their name, image, and/or photo.
5. Volunteers under the age of 18 have permission from their parent or guardian to perform volunteer work with the LHS.
6. Volunteers who are at least 16 years of age and able to work independently¹ may volunteer at the shelter after completing orientation and all training.
7. Anyone aged 7 to 15 is considered a junior volunteer, and must have a parent or guardian accompany them during all trainings and shifts. One adult volunteer may supervise up to two junior volunteers at a time. For safety reasons, junior volunteer may be restricted to certain tasks.
8. Volunteers are required to pay a \$15 Volunteer fee, which covers their volunteer t-shirt and training opportunities. Additional shirts may be purchased for \$10 each.
9. For safety & security reasons, volunteers must wear a uniform consisting of their volunteer t-shirt, long pants and closed-toe shoes at all times while volunteering at the shelter. Uniforms must be clean, pants

¹ See the "Essential Volunteer Capabilities" informational document if you have question as to what this means.

must reach the ankles and not be excessively torn, and hats are not allowed, as they may frighten the animals.

- 10.** It is recommended that long hair be pulled back and secured away from the face with a headband and/or ponytail holder.
- 11.** A minimum of four hours of Essential Shelter Help must be completed before volunteers are allowed to work directly with animals.
- 12.** Volunteers are required to clock in and out of their shifts using the timeclock in the reception area.
- 13.** Advancement as a volunteer is contingent on fulfilling the minimum posted requirements for that the desired position, along with securing the permission of the Volunteer Manager, and, when applicable, the Track Supervisor.
- 14.** Failure to abide by these Volunteer Policies and the policies of the Lawrence Humane Society will result in volunteer privileges being revoked, in accordance with organizational policy.