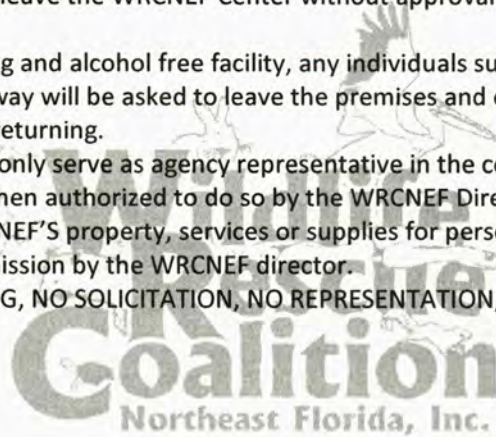




VOLUNTEER AGREEMENT

1. ALL volunteers must be a member of the Wildlife Rescue Coalition of Northeast Florida, Inc. (further WRCNEF) in good standing (\$25.00 annual dues).
2. All volunteers must be at least 17 years of age; parent/guardian permission is required for all volunteers under the age of 18.
3. All volunteers agree to work with the WRCNEF center for training and instruction at the discretion of the Volunteer Coordinator prior to volunteering.
4. All volunteers must read, sign and follow the WRCNEF Policies and Procedures Handbook.
5. All volunteers must follow all rules and regulations according to WRCNEF's standards for volunteering within the organization.
6. Proper clothing must be worn at all times. Wear closed toed, thick sole shoes (no sandals), jeans, slacks or knee length walking shorts, capris, t-shirts or sweatshirts (preferably with WRCNEF logo) are required. No strong perfumes. No red clothing. No dangling jewelry. No obscene lettering or graphics. (WRCNEF logo t-shirts are available for \$5 to volunteers)
7. All volunteers must check in with staff for assignments and direction, and must follow instruction of WRCNEF staff.
8. Volunteers may not enter cages or touch animals unless directed and trained by WRCNEF staff.
9. Only authorized persons with current rabies vaccinations may handle rabies vector species.
10. All volunteers may bring their own food and beverages. Any food left unlabeled will be thrown away daily.
11. Items may be borrowed from the WRCNEF center, when available. A deposit is required, to be returned to you when the item is returned to the center clean and in good condition. (pet carriers/aquariums \$20; wire cages/crates \$30; traps \$30)
12. If a volunteer does not know or is unsure about any policies and procedures, they agree to ask a staff member for direction and guidance.
13. Volunteers may not handle or administer controlled substance, unless authorized by WRCNEF staff.
14. For the benefit of the animals, all volunteers agree not to name, pat, cuddle, tame or imprint the wild animals.

15. No taking pictures without specific permission from the WRCNEF director.
16. We depend on our dedicated volunteers to provide the best possible care for the animals and service to the public. If the volunteer is unable to work the hours he/she has agreed upon, he/she will notify a staff member as soon as possible so a replacement can be found.
17. We also depend on our volunteers' positive attitude and willingness to work in whatever area needed to provide the best care for the animals. All volunteers agree to take legitimate complaints to a proper WRCNEF staff or keep poor comments to themselves.
18. There will be no loitering at the WRCNEF Center. If a volunteer is not scheduled to work or if WRCNEF staff have no jobs for the volunteer at that time, the volunteer will need to be rescheduled.
19. All volunteers agree to update any changes to address or phone numbers with WRCNEF staff.
20. No domestic animals may come to the WRCNEF Center for any reason.
21. No animals may leave the WRCNEF Center without approval from the animal care coordinator.
22. WRCNEF is a drug and alcohol free facility, any individuals suspected of being impaired in anyway will be asked to leave the premises and contact the WRCNEF director before returning.
23. Volunteers may only serve as agency representative in the community or media spokesperson when authorized to do so by the WRCNEF Director and refrain from using WRCNEF'S property, services or supplies for personal reasons unless given prior permission by the WRCNEF director.
(NO ADVERTISING, NO SOLICITATION, NO REPRESENTATION, NO PERSONAL USE)



Volunteer Signature Date

Coordinator Signature Date