

## **VOLUNTEER AGREEMENT**

*This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of this agreement is to assure you of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience a productive and rewarding one.*

**Volunteer:** I, \_\_\_\_\_, agree to serve as a volunteer and I commit to the following:

1. To perform my volunteer duties promptly and in a reliable manner.
2. To adhere to the Fauquier SPCA's rules and procedures, including record-keeping requirements and confidentiality of the shelter.
3. To meet time and duty commitments, and to notify my staff supervisor or his/her substitute if I'm going to be absent, late or if I'm going to resign, so that alternative arrangements can be made.
4. To be courteous in contacts with the public in their requests for information and for services that I provide.
5. To understand and respect the staff's duties and maintain a smooth working relationship with them.
6. To maintain and exhibit a neat and clean appearance.
7. To accept the guidance and decisions of my staff supervisor and other department staff.
8. To give accurate information to the public in accordance with shelter policies.

**The Fauquier SPCA, Inc.** agrees to accept the service of \_\_\_\_\_ beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ and we commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To provide diligent supervision and support to the volunteer and to provide feedback on his or her performance.
3. To respect the skills, dignity and individual needs of the volunteer.
4. To be receptive to comments from the volunteer regarding ways in which we can better accomplish tasks.
5. To treat the volunteer as an equal partner with agency staff, jointly responsible for completion of our mission.

The Fauquier SPCA reserves the right to terminate a volunteer's service if, at the Fauquier SPCA's discretion, it appears to be in the best interest of the organization and/or the volunteer. Possible grounds for termination may include, but are not limited to, the following: gross misconduct, being under the influence of alcohol or drugs, theft of property or misuse of Fauquier SPCA's equipment or materials, abuse or mistreatment of animals or staff at Fauquier SPCA, failure to adhere to agency policies and procedures, failure to meet physical or mental standards of performance, failure to satisfactorily perform assigned duties, and behavior which is deemed detrimental to the overall mission or success of Fauquier SPCA.

(Volunteers should advise the Volunteer Coordinator of any unwarranted incidents.)

I accept this volunteer agreement.

**AGREED TO:**

\_\_\_\_\_  
(Volunteer)

\_\_\_\_\_  
(Staff Rep.)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)