**Volunteer Policies**

***Volunteer Program Mission and Goals***

The mission of the volunteer program is to help the animals and support animal services by:

* Directly serving the animals, and serving customers and the community.
* Assisting staff to meet service expectations.
* Providing valuable service to the organization

***Becoming a Volunteer***

First, complete a volunteer application so we can determine your qualifications, abilities, and suitability to perform the work we have available.

Volunteer benefits come from the satisfaction from working on behalf of the animals. Although your job is voluntary, we ask that you make a professional commitment. Become familiar with our procedures for dealing with our customers. Although it can be difficult, it is important to always be polite, courteous, and helpful to the public.

We ask that our volunteers support the animal shelter policies and procedures and be willing to accept supervision and directions.

We ask volunteers to dress in clean and neat appearance. Shoes must have covered toes and be durable.

We prohibit the sale, use, possession, or transfer of a controlled substance or alcohol on the shelter campus as well as the possession of any weapons, including firearms or knives.

We prohibit smoking inside the shelter.

Volunteers need to protect our customers' rights to privacy. As a volunteer you may not disclose shelter affairs, or personal matters that you may become aware of during your volunteer commitment.

Please talk to the supervisor or staff if you have a concern or problem.

We do not allow volunteers to bring their personal pets to the shelter.

Please eat all food and drink in our designated staff and volunteer break room.

**Campbell County Animal Shelter Volunteer Application**

Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City and Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you wish to volunteer?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What days and times are you available to volunteer?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any pets? What kind? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a valid driving license? \_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Emergency Contact:*** *(person to call in case of emergency)*

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Your relationship to this person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Medical:****Is there any physical or mental reason that might hinder you from participating in this program? Explain?*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

References: (please give two references)

(1) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, in exchange for my being permitted to work as a animal shelter volunteer, herby agree to release the Campbell County Animal Shelter and hold it harmless for all liability for any injury or damage I may receive while volunteering as an Animal Shelter Volunteer.

I, further herby acknowledge that as a volunteer, I may not be eligible for workers compensation and agree to hold the Campbell County Animal Shelter harmless for same.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Animal Shelter Volunteer

***Certification***

I certify that the above information is correct and complete to the best of my knowledge and belief. I undersigned that misrepresentation, falsification, or omission of material facet may be cause for rejection of my application or for my termination after selection into the volunteer program at the Campbell County Animal Shelter. I understand and agree that statements made in this application may be subject to verification concerning same and hereby release my such person from any and all liability for any damage whatsoever incurred in furnishing such information.

Date: Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Confidentiality and Non-Disclosure Commitment**

Friends of Campbell County, TN Animals (“FCCA”) is a nonprofit charitable organization that operates the municipal animal shelter for Campbell County, TN. In furtherance of its mission to preserve animal life through sheltering animals in a humane environment, promoting pet adoptions, fostering rescue efforts and inspiring advocacy, (its “Charitable Mission”), FCCA operates the Shelter, provides educational programming, conducts adoption events, conducts low-cost spay/neuter clinics, and supports local pet owners in need, among other things. In order to carry out its Charitable Mission, FCCA depends upon the financial support of individual and corporate donors as well as the time and energy of a large number of volunteers. Anything that detracts from the ability of FCCA to generate continuing financial support could ultimately endanger its ability to carry out its Charitable Mission.

FCCA possesses certain information about its activities, marketing, members, donors, and supporters that makes it unique, and that gives FCCA a competitive advantage over other nonprofit animal welfare organizations in carrying out its Charitable Mission. The confidentiality of this information is extremely important to FCCA.

That is why FCCA takes measures to keep this information confidential and requires its volunteers to maintain the confidentiality of this type of information both **during and after the period in which they are volunteering.** All this information is considered “**Confidential Information**” as defined below, and may include a trade secret, proprietary information, or other information that FCCA keeps secret and is not known or readily available to the general public or to competitor charities.

In addition to its Confidential Information, FCCA also seeks to protect the **goodwill** it has created with its members, donors, and supporters. FCCA has invested substantial time and other resources in creating and preserving its goodwill and considers it to be a valuable investment, critical to the effective and successful conduct of its Charitable Mission.

To help maintain the secrecy of FCCA’s Confidential Information and to protect FCCA’s goodwill, you are required to follow certain obligations and procedures both during and after your volunteer engagement with FCCA. **Any unauthorized disclosure of Confidential Information or disruption of its goodwill is a breach of the confidence and trust FCCA has placed in you as a volunteer.** It also violates FCCA company policy, this Confidentiality and Non-Disclosure Commitment (“Commitment”), and possibly state and federal law. Breaches of this Commitment will result in the termination of your status as a volunteer for FCCA and may subject you to legal action.

**1. FCCA CONFIDENTIAL INFORMATION**

• \_“Confidential Information” means any information that (1) gives FCCA a fund-raising advantage over other animal welfare charities or which furthers FCCA’s ability to act as a leader within the animal welfare community, (2) by virtue of the fact that the information is not generally known, and (3) FCCA takes reasonable steps to keep confidential. “Confidential Information” may also include information protected by applicable FCCA privacy policies.

• \_To the extent it meets the above criteria, “Confidential Information” may include the following specific information or documents:

(1) Donor/Supporter Information: Databases or lists of donors, members, supporters, volunteers, or any other fund-raising information that gives FCCA a competitive advantage.

(2) Marketing Campaigns/Promotions/Branding: Information about upcoming or potential marketing campaigns or promotions not yet publicly announced or known.

(3) Corporate Sponsorships/Tie-Ins: Information regarding new corporate sponsorships or potential new products or services, not yet publicly announced.

(4) Business & Operational Plans: Information regarding new education, outreach, expansion, or other business planning information not yet publicly announced.

(5) Position Statements: Information regarding FCCA position on animal welfare legislation or other issues of interest to FCCA constituents and the animal welfare community, not yet publicly announced.

(6) Other: Other information that meets the above definition of Confidential Information whether or not the information is specifically designated by FCCA to be confidential, for example, information protected by applicable Best Friend privacy policies.

• \_Confidential Information is confidential regardless of how it is stored. The information could be printed or it could be stored electronically.

• \_If you have any question about whether information or documents are Confidential Information, you should talk to your supervisor, explain the facts, and follow their direction.

**2. YOUR COMMITMENT TO FCCA DURING YOUR VOLUNTEER ENGAGEMENT**

• \_**YOU WILL KEEP CONFIDENTIAL INFORMATION SECRET:** You acknowledge that Confidential Information is the property of FCCA and you will treat it as confidential. This means that you will not disclose any Confidential Information to, or use any Confidential Information for, the benefit of any person or entity other than FCCA. You will access and use this Confidential Information only as necessary to perform your assigned volunteer duties for FCCA and you will only share Confidential Information with FCCA employees who have permission to use or access it. You will keep Confidential Information safe while you are accessing it.

• \_**YOU WILL SAFEGUARD CONFIDENTIAL INFORMATION:** You will keep, store and transmit Confidential Information in such a manner as to maintain its confidentiality. You will adhere to FCCA’ privacy policies. You will not transfer physical or electronic copies of Confidential Information to any personal storage devices. You will let FCCA know if you believe anyone has compromised the security of its Confidential Information.

• \_**YOU WILL NOT DO ANYTHING TO DAMAGE FCCA’s GOODWILL:** During your volunteer engagement with FCCA you will not engage in any activity that is likely to harm or damage FCCA’s goodwill or reputation. This may include publicly disparaging FCCA’s manner or methods of operation or engaging in conduct that could have a negative impact on the perception of FCCA among donors, volunteers, supporters, potential corporate/governmental partners, and others.

**3. YOUR COMMITMENT TO FCCA AFTER YOUR VOLUNTEER ENGAGEMENT ENDS**

**After your volunteer engagement with FCCA ends, or if it is terminated for any reason, you have the following continuing obligations:**

• \_**You Will Return Confidential Information to FCCA:** You agree to return to FCCA all Confidential Information in your possession or control including any physical or electronic copies of such Confidential Information, wherever they might be located. (Confidential Information may not be stored on your own personal devices, but if for any reason it is, you agree to return all such Confidential Information.)

• \_**You Will Keep Confidential Information Secret:** You will not disclose any Confidential Information to, or use any Confidential Information for, the benefit of any person or entity other than FCCA. This obligation remains in effect for as long as the Confidential Information remains confidential (i.e., is not publicly known).

**4. THIS COMMITMENT MAY BE MODIFIED TO COMPLY WITH THE LAW**

FCCA seeks at all times to comply with federal and state law and recognizes that these laws may change from time to time. Therefore, if there is a conflict between applicable federal or state law that governs the subject matter of this Commitment, and to the extent allowed by law, you agree that the affected portions of this Commitment shall be deemed modified in a manner that makes them compatible with applicable law. Alternately, if required by federal or state law, any unenforceable provision of this Commitment may be severed and deemed invalid without affecting the validity or enforceability of the remaining provisions.

**5. THIS COMMITMENT IS A BINDING LEGAL DOCUMENT.**

This Commitment is an important binding contract. By signing below, **you agree to abide by the terms of this Commitment and fulfill your obligations as explained**.

**A. Jurisdiction and Venue.** This Commitment shall be governed by the laws of the State of Utah. In the event of a lawsuit arising out of or in any way related to this Commitment or the breach of any of its provisions, you agree that the lawsuit shall be brought exclusively in the state or federal courts of the State of Tennessee. You agree that these courts may exercise jurisdiction over you.

**B. Injunctive Relief.** You recognize and agree that a breach of this Commitment will result in irreparable harm to FCCA and that money damages alone would be an inadequate remedy for any such breach. You agree that in the event of a breach, FCCA shall be entitled to extraordinary relief to enforce the provisions of this Commitment, including but not limited to, issuance of a temporary restraining order, preliminary, and/or permanent injunctive relief, without the necessity of posting a bond or other security. Any such injunctive relief shall not be deemed to be the exclusive remedy for a breach of this Commitment, but shall be in addition to all other remedies available to FCCA.

**C. Attorney Fees.** You agree that in the event of any litigation between the parties with respect to this Volunteer Confidentiality and Non-Disclosure Commitment, the prevailing party shall be entitled to recover reasonable attorney’s fees, in addition to such other relief as the court may award. In other words, you agree that if there is a lawsuit over this Commitment, the loser pays the winner’s attorney fees in addition to any other damages awarded by the court.

**D. Entire Agreement.** You agree that this Volunteer Confidentiality and Non-Disclosure Commitment supersedes the terms of terms of the Volunteer Agreement and General Release for Adult Volunteers and Non-Employee Interns solely as to the safeguarding of Confidential Information (i.e., the use and/or disclosure of confidential information). All other terms of the Volunteer Agreement and General Release for Adult Volunteers and Non-Employee Interns shall remain in full force and effect.

By signing below you agree that you (1) have received a copy of this Commitment, (2) have read it, (3) had the opportunity to ask questions regarding it, and (4) agree to abide by its terms as your own free will and act.

**You agree that you are performing services for FCCA as a volunteer, without any expectation of compensation, and that nothing in this Confidentiality and Non-Disclosure Commitment shall be deemed to create an employment relationship between you and FCCA.**

| **Approved and Agreed to By:** Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Agreement and General Release for Adult Volunteers and Non-Employee Interns**

Thank you for offering your time to volunteer with Friends of Campbell County, TN Animals (FCCA). The work we do for the animals would not be possible without the help of our volunteers. Please read through the agreement below, complete the form at the bottom and return to the shelter director.

**1.** **VOLUNTARY ACKNOWLEDGEMENT AND PARTICIPATION.** I acknowledge that I have voluntarily agreed to serve as a volunteer for FCCA, a nonprofit corporation organized under the laws of the State of Tennessee whose mission is to preserve animal life through sheltering animals in a humane environment, promoting pet adoptions, fostering rescue efforts and inspiring advocacy. I am referred to as a “Volunteer.” I offer to

perform as a Volunteer of my own volition. No one has demanded that I participate in any activity with FCCA.

**2. NATURE AND SCOPE OF SERVICES**. As a Volunteer, I will be contributing my time and effort to various shelter and outreach programs of FCCA and performing a wide range of Services (collectively, the “Services”). The Services will be performed by me as assigned by an officer, director, employee or another volunteer of FCCA. In the course of performing the Services, I agree:

• To read the Volunteer Handbook (if applicable) and otherwise complete all required orientation, training, and paperwork relating to my volunteer position(s).

• To disclose any physical or psychological limitations to appropriate staff before participating in any activity. Since I may be interacting with animals, both healthy and sick, big and small, and may be lifting, carrying, moving, or otherwise engaging in physical labor, I will be respectful of my own limitations and will inform staff immediately of any such limitations.

• To read and to obey all safety rules and regulations, especially at FCCA Animal Shelter. In the interest of the

safety of the animals, staff, and volunteers, I acknowledge that FCCA has the right to revoke volunteer privileges if these rules and regulations are not followed.

• To treat all FCCA staff, volunteers, the animals, property, tools, and equipment with respect and kindness. I will also return all FCCA property when my volunteer relationship ends.

• That either I or FCCA can terminate this relationship at will.

**3. NO COMPENSATION.** I agree to provide my Services without compensation. I will not be compensated for my efforts nor am I an agent or contractor of FCCA. I agree that I am not and will not become an employee, partner, agent, contractor or principal of FCCA upon execution of this agreement or the performance of the Services.

**4. RESPONSIBILITY FOR MY OWN ACTS AND OMISSIONS.** I hereby agree to be legally and financially responsible and will indemnify and hold FCCA harmless for my own acts and omissions relating to the service I am voluntarily providing to FCCA. I acknowledge that I am responsible for providing my own medical,

liability, and auto insurance during my volunteer service. I understand that I am not covered by workers’ compensation nor insured by FCCA during the performance of my volunteer duties and tasks, including when driving a vehicle or transporting an animal.

**5. ASSUMPTION OF RISK.** I am voluntarily participating in the activities of FCCA with full knowledge of the

risks and dangers involved and hereby agree to accept any and all risks of injury, death, or damage to myself and/or my personal property. As a volunteer, I may come into contact with and interact with animals, and such work entails risk of personal injury due to proximity to animals, dangerous equipment, long-distance driving, and other considerations. These include, but are not limited to, being bitten, kicked, clawed, tripped, and possibly exposed to zoonotic diseases.

**6. PHOTO, VIDEO AND AUDIO RELEASE.** I understand that as a volunteer of FCCA, I may be

recorded on film, video or other electronic recorded images or other media recordings of my name and likeness (“A-V Recordings”) for any purpose related to furtherance of the objectives of FCCA, including use in FCCA media properties such as its magazine and websites. In particular, I grant FCCA permission to copyright and use, reuse, publish, and republish A-V Recordings, without restriction as to changes or alterations, for art, advertising, trade, or any other purpose. Further, I understand that all work product I create in my capacity as a volunteer for FCCA will be the property of FCCA and that FCCA will have the sole right to use, sell, license, publish, or transfer any such work product, in any and all media formats, including print, mechanical and electronic formats. I will disclose any such work product to FCCA and assign all rights thereto to FCCA.

**7. RELEASE.** As consideration for being permitted by FCCA to participate in activities and provide Services, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make a claim against, sue, or attach the property of FCCA for injury or damage resulting from any act, omission, negligence or other acts, howsoever caused, by any employee, agent, contractor, or representative of FCCA as a result of my participation in activities and performance of the Services and any A-V Recordings. I hereby release FCCA from all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my participation in activities and performance of the Services and any A-V Recordings.

**8. CONFIDENTIALITY.** During my association with FCCA and thereafter, I will keep confidential, refrain from disclosing to others, and use only in the performance of my volunteer duties, all confidential information of FCCA that I develop or learn about during the course of my association. I understand that this agreement covers all confidential business and technical information and know-how of or about FCCA which is not generally known to persons outside of FCCA and which I have not been specifically authorized to disclose or use. Examples of confidential information include, but are not limited to, information on finances, membership and donors, volunteer performance, research and development, the condition of shelter animals, campaigns, outreach programs and information received from others that FCCA has agreed to keep confidential.

**9. I HAVE READ THIS RELEASE AGREEMENT AND FULLY UNDERSTAND THAT I WILL RELINQUISH ALL CLAIMS OR ACTIONS KNOWN NOW OR IN THE FUTURE AGAINST FCCA.** I am of legal age

and legally competent to sign this agreement. I am signing this agreement of my own free will without the influence of a FCCA staff member.

**10. ARBITRATION.** Any controversy or claim arising out of or relating to this agreement or its breach will be settled by arbitration in the State I first perform volunteer duties for FCCA, even if it pre-dates the date of this agreement, and continuing as long as I continue to be a Volunteer and thereafter as is necessary to protect the interests and rights of FCCA arising herein with respect to confidentiality and use of my work products and/or A-V material as authorized above.

**11. TERM OF AGREEMENT.** I acknowledge that this agreement will apply to the entire term of my volunteer relationship, starting with the date I first perform volunteer duties for FCCA, even if it pre-dates the date of this agreement, and continuing as long as I continue to be a Volunteer and thereafter as is necessary to protect the interests and rights of FCCA arising herein with respect to confidentiality and use of my work products and/or A-V material as authorized above.

**12. GOVERNING LAW.** This agreement will be governed by and construed in accordance with the laws of the State of Tennessee without regard to conflicts of laws or principles.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth (mm/dd/yy)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Acknowledgement of Safety Rules at FCCA**

 By signing below I acknowledge that I have read, understand and will follow the safety rules for all areas in which I volunteer, including, but not limited to, shelter animal areas and spay/neuter clinic areas. I further agree that if I am volunteering for FCCA outside of the Shelter, I will read and abide by all guidelines

as outlined in the FCCA Volunteer Handbook.

Signature of Volunteer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_