



NLR Mayor's Office of Volunteer Service
NLR Animal Shelter
#1 Championship Drive
North Little Rock, AR 72118
501-791-8577

Volunteer Enrollment Form

(Please answer the following questions completely and accurately)

Personal Information: (Please Print)

Name: (Mr., Mrs., Ms., Miss) _____

Date of Birth: (Month, Day, Year) _____

Address: (Street, City, State and Zip Code) _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

Driver's License Number and Expiration Date: _____

Education: _____

US Citizen: _____ Yes _____ No

Previous Occupation/Employment: _____

Emergency Contact Information:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Relationship: _____ Relationship: _____

Are you currently volunteering? _____ Yes _____ No

If so, Where: _____

Where would you like to volunteer? _____

Are you interested in short term or long term assignments? _____

Please list any physical disabilities or limitations that should be considered prior to assignment: _____

In signing this Volunteer Enrollment Form, I agree that this is a volunteer position and that I have been provided with a copy of the Volunteer Code of Ethics and agree to abide by it. I hereby hold North Little Rock Animal Control/Shelter, its staff and other volunteers, the Mayor of North Little Rock Arkansas, city officials or city employees and the City of North Little Rock harmless for any occurrence in conjunction with any event or program I may volunteer with. I understand there is no insurance available to me as a volunteer. I also agree to state and local background checks before becoming a volunteer.¹

Volunteer's Signature: _____

Date: _____

¹ The information in this form shall be confidential and only disclosed in accordance with State and Federal laws. Unauthorized release or access to this information will lead to employee discipline or dismissal of any volunteer.



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Please print your FULL NAME: _____

Thank you for offering your time to volunteer with the North Little Rock Animal Shelter (NLR Animal Shelter). The work we do for the animals would not be possible without the help of our volunteers. Please read through the provisions of this agreement (the "Agreement"), complete the form at the bottom and return to the appropriate volunteer office.

1. VOLUNTARY ACKNOWLEDGEMENT AND PARTICIPATION. I acknowledge that I have voluntarily agreed to serve as a volunteer for the NLR Animal Shelter. I am referred to as a "Volunteer, I, me, or my." I offer to perform as a Volunteer of my own volition. No one has insisted or required that I participate in any activity with NLR Animal Shelter.

2. NATURE AND SCOPE OF SERVICES. As a Volunteer, I will be contributing my time and effort to various sanctuary, lifesaving center, and outreach programs 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 the NLR Animal Shelter. In the course of performing the Services, I agree:

- To read and follow all rules and directives, and otherwise complete all required orientation, training, and paperwork relating to my volunteer position(s).
- To disclose any physical or psychological limitations to appropriate NLR Animal Shelter staff or volunteer before participating in any activity. I understand 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 in any location where I provide Services. In the interest of the safety of the animals, staff, and volunteers, I specifically acknowledge that the NLR Animal Shelter has the right to revoke my volunteer

privileges if I fail to follow the rules and regulations.

- To treat the public, all NLR Animal Shelter staff, volunteers, and the animals with respect and kindness. When performing Services, I will utilize all property, tools, and equipment in a safe and responsible manner. I will return all NLR Animal Shelter property when my volunteer relationship ends.
- That either the NLR Animal Shelter or I can terminate this relationship for any reason or no reason at all with or without written notice.

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 the NLR Animal Shelter. I agree that I am not and will not become an employee, partner, agent, contractor or principal of the NLR Animal Shelter upon execution of this Agreement or the performance of Services.

4. ASSUMPTION OF RISK. I am voluntarily participating in the activities of the NLR Animal Shelter 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 other people as well as animals, and such work entails risk of personal injury due to proximity to animals, dangerous equipment, long-distance driving, and other volunteer-related activities. These risks include, but are not limited to, being bitten, kicked, clawed, tripped, and possibly exposed to zoonotic diseases. Additionally, an inherent risk of exposure to communicable disease exists in any location where people are congregated including, without limitation, workplaces, parks, and other places of public accommodation. By volunteering for the NLR Animal Shelter, I voluntarily assume all risks related to my participation in the Services at all locations where I engage in those activities. I understand that I may stop volunteering at any time should I determine I no longer wish to assume these risks.

5. RESPONSIBILITY FOR MY OWN ACTS AND OMISSIONS. I hereby agree to be legally and financially responsible and will indemnify and hold NLR Animal Shelter harmless for my own acts and omissions relating to the Services I am voluntarily providing to NLR Animal Shelter. I acknowledge that I am responsible for providing my own medical, liability, auto, and any and all other applicable insurance during my volunteer service. I understand that I am not insured through City of NLR during the performance of my volunteer duties and tasks, including when driving a personal vehicle or transporting an animal using a personal vehicle. Notwithstanding the above, other than where prohibited by law.

6. CONFIDENTIALITY. During my association with NLR Animal Shelter 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 City of NLR 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 City of NLR which is not generally known to persons outside of NLR Animal Shelter 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 animals, campaigns, outreach programs and information received from others that NLR Animal Shelter has agreed to keep confidential.

7. NON-DISPARAGEMENT. I recognize that serious harm can be done to NLR Animal Control from uninformed and misleading information being publicized about the work of NLR Animal Shelter and the Services that I may provide. I agree that I will not knowingly or intentionally make or cause to be published any disparaging, derogatory, or defamatory comments, photographs, or other information relating to the Releasees or which would be understood by a reasonably informed reader to be made in regards to any Releasee whether or not such Releasee is mentioned by name. This expressly includes publication of such information through any website or social media platform, whether anonymously or otherwise, and regardless of whether that publication is accessible to the general public or limited to "friends", "followers", or others to whom I have expressly granted access. This paragraph is in no way intended to prevent my right to disclose information regarding any unlawful acts.

8. 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 NLR Animal Shelter, 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 City of North Little Rock arising herein with respect to confidentiality and use of my work products and/or Publicity Materials as authorized above.

9. GENERAL TERMS. This Agreement will be governed by and construed in accordance with the laws of the State of Arkansas without regard to conflicts of laws principles. I agree that the courts of the state of Arkansas shall have exclusive jurisdiction to determine any claims or controversy related to the Services and this Agreement, and I consent to their exercise of personal jurisdiction over me. This Agreement in no way waives or voids the Immunity granted to the City of North Little Rock under the Laws of the State of Arkansas. Should any provision of this Agreement be found void, voidable or unenforceable, such provision shall be modified to the extent necessary to make it enforceable, and if no modification will make the provision enforceable, it is deemed severed from this Agreement and it shall not affect any other provision of this Agreement. By signing below, I acknowledge that I have read and understand this Agreement and indicate my intent to be bound by the terms and conditions therein.

Printed Name of Volunteer:

Date of birth (mm/dd/yyyy) _____

Signature of Volunteer: _____

Date Signed: _____

Phone _____

Email _____

Mailing address

City _____

State _____

Zip code _____

Emergency contact name

Phone _____



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The general qualifications listed below are reflective of the attitude and aptitude for all volunteer staff volunteering at the City of North Little Rock. The qualifications checked are considered absolute requirements for persons assigned to such volunteer positions. Your volunteer assignment is:

1. Treat every animal and person with dignity and respect.
2. Have a willingness to work.
3. Recognize that shelter rules, policies and procedures promote personal safety and must be followed.
4. Maintain good personal hygiene.
5. Dress appropriately for the job assignment.
6. Work as a team.
7. Keep any assigned area clean.
8. Have a positive attitude toward service.
9. Refrain from cursing or any abusive language or conduct.
10. Respect that all work has importance.
11. Be alert for anything adversely affecting safety or security, and report directly to the Office.
12. Refer all disagreements to the supervisor and/or director for resolution.
13. Respond positively to request[s] for assistance.
14. Tactfully caution persons regarding violations of shelter rules, policies and procedures.

I hereby agree to these requirements _____

Date _____



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Code of Ethics for Volunteers

As a volunteer, I realize I am subject to a Code of Ethics similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and expect to be accountable for my volunteer work.:

1. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a volunteer, I expect to do my work according to the same standards that paid staff must follow.
2. I will keep confidential matters confidentialⁱ.
3. I promise to take to my work an attitude of "open-mindedness", to be willing to be trained for the job and to bring to it my interest and attention.
4. To communicate truthfully and with integrity, both within and outside the organization.
5. To not discriminate against or refuse professional help to anyone based on race, gender, sexual orientation, religion, or national origin.
6. To support and respect customers, citizens, colleagues and fellow volunteers, on a personal and professional level.
7. To neither malign nor disrespect colleagues and to act professionally and cordially when representing the NLR Animal Shelter.
8. While representing the NLR Animal Shelter, I will communicate truthfully and with integrity, both within and outside the organization.
9. To not discriminate against or refuse professional help to anyone based on race, gender, sexual orientation, religion, or national origin.
10. I believe that I have an obligation to do my work, for the public, to those who direct it, my colleagues and the City of North Little Rock, Arkansas.

Signature

Date

ⁱ **CONFIDENTIALITY** defined in paragraph 6 of the volunteer agreement.