



\_\_\_\_\_ All CSVs are expected to dress for the appropriate work. Jeans should be worn to protect against animal scratches and insect bites. T-shirts may be worn but may not be lewd/obscene or contain references to cult or gang activities. Shirts should cover the midriff and have a neckline no lower than the area of the second button of a collared shirt. CSVs will dress in clothes that do not have any sentimental value, because there is a lot of cleaning work, and clothes may get dirty or stained. CSVs will not wear any facial piercings, body piercings, or jewelry that may be large, obtrusive, distracting, or could present a safety hazard while working around animals and cleaning materials.

\_\_\_\_\_ Failure to disclose medical, psychological, or behavioral issues that could impact a CSV's ability to appropriately serve CSV hours will be grounds for termination.

#### **REGARDING SCHEDULING:**

\_\_\_\_\_ CSVs must schedule shifts in advance with the CSV coordinator. This schedule will be set according to the availability of the CSV and the availability of an SPCA supervisor. Failure to show or excessive tardiness may result in termination of this contract. Hours as scheduled are binding, except in cases of medical or family emergency. If an emergency arises, you **must** contact the CSV coordinator as soon as possible.

\_\_\_\_\_ CSVs must sign in and out of the service log located in the main hallway of the SPCA shelter, and additionally must check in with the shelter technician at the tech desk upon arrival. Any "padding of hours" will result in termination from the program and barring from any future opportunity to serve as a volunteer, court-ordered or otherwise.

\_\_\_\_\_ If a CSV fails to check in or check out, no credit will be given for hours worked. A documented summary of hours will be provided to the CSV and to any court official identified as an authorized recipient after all necessary hours are completed.

#### **REGARDING WORK TO BE PERFORMED:**

\_\_\_\_\_ CSVs are expected to perform any reasonable tasks necessary, in the day to day operational care of our animals and shelter. This may include both indoor and outdoor work, in addition to general housekeeping duties inside and outside of the animal rooms. CSVs will never feed or medicate animals.

\_\_\_\_\_ CSVs are here to work, not talk on the telephone, or text friends, etc., during community service volunteer hours. Phones will be left with the shelter tech or supervisor to be held in the tech office area until the end of the shift. Car keys will also be left with the shelter technician until the end of the shift or until a scheduled break.

\_\_\_\_\_ While actively performing CSV hours, CSVs are to stay busy. When given tasks, CSVs must complete them in a timely and professional fashion. When finished, CSVs must report to a staff member to be assigned the next task. CSVs must make good, productive use of time during the entirety of CSV shifts. Failure to stay busy, taking excessive breaks, leaving the premises, etc., are all grounds for dismissal.

\_\_\_\_\_ CSVs may be moving in and out of animal rooms on a regular basis in the course of cleaning and maintenance tasks. CSVs must understand that caution and vigilance is required when entering and leaving animal areas. If an animal escapes from its area, CSVs must alert the staff immediately and help to catch the animal. CSVs agree to move in and out of animal areas with care.

\_\_\_\_\_ Only exceptional CSVs will be given the tasks of providing direct, hands-on care for the animals. CSVs agree **not** to attempt to perform animal-related tasks unless given *specific written instructions* from the shelter staff to do so.

\_\_\_\_\_ The Stafford SPCA is not a petting zoo for CSVs. CSVs should be entering animal rooms only to perform assigned cleaning and maintenance tasks, not to interact with the animals. CSVs choosing to waste time in animal rooms instead of performing assigned tasks will be terminated.

**REGARDING PAYMENT:**

\_\_\_\_\_ I understand that serving court-ordered hours at the Stafford SPCA requires each CSV to pay an hourly supervisory fee. Without this fee, the CSV program at the Stafford SPCA would not be possible. The hourly fee is determined by the Stafford SPCA at its sole discretion depending on the age of the offender, the nature of the offense, any special supervisory needs the CSV may require, etc. The fee will be applied to the Stafford SPCA general operating fund. The hourly rate will be set somewhere between \$4 and \$6 per hour.

\_\_\_\_\_ I will pay the fee to the Stafford SPCA as noted in this contract. I understand that the fee is non-refundable and must be paid **in full** before I can begin serving my community service hours to receive credit. I will receive a receipt from the Stafford SPCA when I have paid my CSV fee.

\_\_\_\_\_ If a CSV's behavior or work ethic is unacceptable and the Stafford SPCA must terminate the CSV from further service, the CSV will **not** receive a refund of the fee or any portion of a refund.

\_\_\_\_\_ If, after some time of service, Stafford SPCA staff determines that a CSV requires additional supervision from staff or is otherwise a larger than expected supervisory workload, the Stafford SPCA reserves the right to reevaluate the hourly rate and charge the CSV more per remaining hour left to serve, up to the maximum hourly rate of \$6 per hour. In this event, the CSV must pay the remaining hourly rate before service hours can continue.

Number of hours to be completed: \_\_\_\_\_ x SPCA-determined hourly rate \$ \_\_\_\_\_ =

Total fee to be paid \$ \_\_\_\_\_

**REGARDING GENERAL POLICIES:**

\_\_\_\_\_ The Stafford SPCA has a zero-tolerance policy regarding smoking, alcohol, and drugs. CSVs agree NOT to smoke on Stafford SPCA property, either inside or outside. This includes the driveway and parking lot area. CSVs understand that smoking on the property is grounds for immediate dismissal. CSVs agree not to be in possession of or consume any substance which may be considered a narcotic or otherwise illegal drug (TO INCLUDE—but not limited to—any variation of SPICE, K2, synthetic marijuana, 'bath salts' etc.)

\_\_\_\_\_ CSVs (and/or their parents/guardians) agree to be held financially responsible for any excessive damage, destruction, or loss caused by the CSV while serving CSV hours.

\_\_\_\_\_ I understand that Stafford SPCA is located on private property and that management will cooperate fully with local, state and federal Law Enforcement to maintain a safe and healthy environment for the staff and for the animals at the SPCA shelter.

\_\_\_\_\_ By participating in the Stafford SPCA CSV program, I hereby unconditionally agree and waive protest to the search of my person, my property and my vehicle (or the vehicle in which I am transported) by SPCA staff or appropriate law enforcement agencies when coming onto SPCA property, entering into SPCA buildings or participating in SPCA programs.

\_\_\_\_\_ Reasons for termination may include—but are not limited to—failure to follow instructions; failure to follow rules and/or behave appropriately; failure to complete tasks as instructed; padding of timesheets; inappropriate conduct with staff, visitors, or other volunteers; attitude or back-talk toward SPCA staff; failure to arrive for scheduled shifts or repeated failure to arrive on time; failure to report for more tasks when assigned tasks are completed; or ANY inappropriate or disconcerting conduct toward the animals in our care. If the Stafford SPCA terminates a CSV, the fee paid is non-refundable in whole or in part.

*Community service volunteering at the Stafford SPCA is a privilege and not a right. All volunteers are expected to abide by the rules of the SPCA and to act responsibly and respectfully. Failure to do so will result in being required to immediately vacate the property based on the discretion of management.*

*I have read, understand and agree to the rules for Stafford SPCA Community Service Program.*

*Failure to abide by these rules will result in the immediate forfeiture of my privileges of volunteering and my ability to complete my court appointed hours with this organization. I understand that my community service can be terminated with or without cause and/or notice at any time by the Stafford SPCA.*

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Parent or guardian signature (required if applicant is under 18 years old)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Stafford SPCA witness signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

<b>Stafford SPCA staff use only</b>		
<b>APPROVED or DECLINED:</b> _____	<b>Fee paid date:</b> _____	<b>Receipt number:</b> _____
<b>ADDITIONAL NOTES:</b>		