

2027 Volunteer Handbook

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About Prairie Paws Animal Shelter

Mission Statement: **"To provide compassionate care and placement for animals in need."**

Prairie Paws Animal Shelter Inc. has served Ottawa and surrounding counties for over 60 years. In that time, we have cared for countless animals and promoted adoptions as we have continued to grow. Our Founder, Beatrice Martin Peck, began advocating for the welfare of Franklin County's homeless animals in the early 1940's and continued to do so until her death in 1967. She founded the Franklin County Humane Society in 1946 and, through her own expense and effort, opened what was known as the Bea Martin Peck Animal Shelter on the 19th of June 1949.

In 2011, a new facility was opened in Franklin County, and the organization was re-named "Prairie Paws Animal Shelter." In 2023, in an effort to serve additional communities in central Kansas, Prairie Paws Animal Shelter added the T. Russell Reitz location in Manhattan, KS, through a partnership with the City of Manhattan and City of Emporia Animal Shelter, in Emporia, KS. In 2026 the Salina location was added. And Prairie Paws Animal Shelter is still a private, non-profit shelter operating through the tireless efforts of its staff and volunteers. Prairie Paws Animal Shelter will never euthanize for space and all animals are given a second chance at finding their perfect families.

	Ottawa	**Manhattan**	**Emporia**	**Salina**
Address	3173 Hwy K68, Ottawa, KS 66067	605 Levee Dr, Manhattan, KS 66502	1216 Hatcher St, Emporia KS 66801	329 N 2nd St, Salina KS 67401
Phone	785-242-2967	785-587-2783	620-340-6345	785-826-6535
General email	info@prairiepaws.org	mhk@prairiepaws.org	emporia@prairiepaws.org	salina@prairiepaws.org
Volunteer email	volunteer@prairiepaws.org			
Website	www.prairiepaws.org			
Hours	Mon-Sat: 9:00am to 6:00pm. Sun: 1:00pm to 5:00pm			
Closed On	New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Veterans Day, Christmas Day, and other days as needed.			

From the CEO

Dear Prairie Paws Animal Shelter Volunteer,

Thank you for joining the Prairie Paws Animal Shelter (PPAS) volunteer program! We are so excited that you have chosen to donate your time and skills toward making a difference in the lives of thousands of homeless animals. You will have many opportunities to improve and enrich the lives of the beautiful pets that are without a family to love and care for them as they so desperately deserve. Whether you are socializing cats, walking dogs, assisting with special events, or helping in many other ways, your actions will give the animals the resources they need to find forever loving homes.

Your volunteer commitment will not only benefit the animals in our care, but you will quickly find your life impacted positively as well. You will get the chance to meet new people, learn new skills, overcome challenges, and experience a wonderful sense of accomplishment.

On behalf of Prairie Paws Animal Shelter, welcome to the volunteer team! Both our staff and shelter animals are looking forward to working with you!

Sincerely,

Vanessa Cowie

Chief Executive Officer
Prairie Paws Animal Shelter
vanessa.cowie@prairiepaws.org

On-boarding Process

1. All new volunteers complete an application and agree to a waiver of liability.
2. An existing volunteer will review the application and reach out to set up an orientation appointment with you. Your orientation appointment will focus on your area of interest.
3. At your orientation appointment, a mentor volunteer will give you a tour of the facility you choose to volunteer at and explain the rules that are in place to keep you and our animals safe and healthy. You will also have the opportunity to perform some volunteer tasks during this appointment.
4. Depending on your area of interest and the location you are volunteering there may be extra steps and training required to volunteer independently.
5. After your orientation appointment concludes, you can choose to continue volunteering alongside other volunteers, or you can begin volunteering on your own time.
6. While all volunteers are required to be over the age of 18, volunteers who have been orientated are welcome to bring guests of any age with them and introduce them to volunteerism. Any guests under the age of 18 who accompany a volunteer must have a parent/guardian execute a waiver of liability.
7. If your specific interest for volunteering is focused on fostering shelter pets, you will need to complete a foster application instead.

Volunteer Opportunities

Once you have attended a volunteer orientation, completed a volunteer application, and signed the waiver of liability, you will be considered a PPAS volunteer and you will have the opportunity to:

- Exercise/socialize dogs
- Bathe/brush dogs
- Clean dog kennels
- Brush cats
- Play/socialize with cats
- Clean cat condos
- Wash laundry
- Clean dishes
- Sweep & mop floors
- Wash windows
- Clean the van
- Yard work
- Perform clerical duties
- Assist at events

As you continue to volunteer, you will have the opportunity to assist with additional tasks such as mentoring or leading volunteer initiatives such as:

- Orientation of new volunteers
- Answering questions from new volunteers
- Showing new volunteers where to find shelter items
- Helping new volunteers understand shelter protocols & procedures
- Assisting in special projects assigned by staff

Organizational Policies

Anti-Harassment Policy

This section includes important topics regarding sexual harassment and other forms of harassment and discrimination. Prairie Paws Animal Shelter strives to maintain an environment free from discrimination and harassment, where employees and volunteers treat each other with respect, dignity, and courtesy. This policy applies to all phases of volunteering. Please direct any questions about this Policy and Procedure to the CEO.

Policy Statement

It is the policy of Prairie Paws Animal Shelter that every employee and volunteer should behave in a manner that encourages respect for the dignity of each individual. Accordingly, Prairie Paws Animal Shelter is committed to promoting a work environment that is free from unlawful harassment and discrimination. Each person must avoid discriminating or harassing conduct, to co-workers, volunteers, and customers. Each person is also expected to take the necessary steps to prevent or eliminate its occurrence. Prairie Paws Animal Shelter strongly disapproves of, and will not tolerate, unlawful harassment in any form. Prohibited conduct includes harassment related to gender, race, color, age, ethnicity, religion, disability, national origin, genetic information, pregnancy status, veteran status, and any other legally protected class to the extent protected by applicable law. This policy applies to conduct occurring in the workplace and in other work-related settings, such as business trips and business-related parties and social events. This policy sets forth Prairie Paws Animal Shelter's goals of promoting a workplace that is free of harassment and other forms of discrimination. The Policy is not designed nor intended to limit Prairie Paws Animal Shelter's authority to discipline and/or take remedial action for unacceptable behavior regardless of whether that conduct is prohibited by law.

Accountability

Every employee and volunteer is responsible for maintaining a working environment free from discrimination and harassment. Clients, customers, vendors and other third parties doing business with Prairie Paws Animal Shelter or on Prairie Paws Animal Shelter's premises have the same responsibility. It is the responsibility of each person to become fully informed of the provisions of this policy and ensure individual compliance. Any supervisor, mentor volunteer or member of management who knows or has reason to know any employee or volunteer is being subjected to harassment, whether by a coworker, subordinate, peer, supervisor, any member of management or any non-employee doing business on the premises, is instructed and required to immediately take appropriate corrective action to stop any ongoing harassment, regardless of whether the supervisor or manager has received a complaint or report regarding the harassment, and must immediately thereafter report the matter to the CEO.

Sexual Harassment

Sexual harassment, which is considered a form of unlawful sex discrimination, is strictly prohibited and will not be tolerated. Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, or other verbal or written communications, visual conduct or physical conduct of a sexual nature (both overt and subtle). There are two general types of unlawful sexual harassment:

Type	Description
Quid Pro Quo	This type of sexual harassment includes: unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or

	condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions affecting the individual.
Hostile Work Environment	This type of sexual harassment includes unwelcome sexual conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, the following:

- Sexual comments, teasing or jokes;
- Suggestive gestures, sounds or whistles;
- Inquiries or discussions about sexual activities;
- The display in the workplace of sexually suggestive objects, pictures, posters, cartoons, or graffiti;
- Pressure to accept social invitations, to meet privately, to date or to have sexual relations;
- Sexual slurs, demeaning epithets, or derogatory statements;
- Graphic or sexually suggestive comments about a person's attire or body.

Discriminatory Harassment and other forms are prohibited

Unlawful discriminatory treatment other than sexual harassment, including harassment of individuals or groups on the basis of race, color, age, ethnicity, religion, disability, national origin, genetic information, pregnancy status, veteran status, or any other legally protected characteristic, is also strictly prohibited.

Definition of Harassment on other grounds

Harassment on the basis of race, color, age, ethnicity, religion, disability, national origin, genetic information, pregnancy status, veteran status or any other legally protected characteristic may include, but is not limited to, actions, slurs, jokes and other offensive verbal, graphic visual or physical conduct (both overt and subtle) relating to such characteristic that has the purpose or effect of creating an intimidating, hostile or offensive working environment or that unreasonably interferes with job performance.

Examples of other kinds of harassment

Examples of other kinds of harassment include, but are not limited to, the following:
Name calling, slurs, demeaning remarks, jokes, gestures, negative stereotyping, threats, intimidation, and hostile acts that are related to gender, race, color, age, ethnicity, religion, disability, national origin, genetic information, pregnancy status, veteran status or any other legally protected characteristic; written or graphic material that denigrates or shows hostility or aversion toward an individual or group of individuals because of gender, race, color, age, ethnicity, religion, disability, national origin, genetic information, pregnancy status, veteran status or any other legally protected characteristic.

Victim and a Harasser

The victim as well as the harasser may be a person of any gender, race, color, age, ethnicity, religion, disability, national origin, genetic information, or any other status, condition, or characteristic. The harasser may be the victim's supervisor, manager, an agent of Prairie Paws Animal Shelter, a supervisor in another work area, or a co-worker. The harasser may also be a non-employee, such as a volunteer, client, vendor, or repair-person who does business on the Prairie Paws Animal Shelter 's premises.

Complaint procedure and Investigations

If you experience or believe an employee or volunteer is experiencing sexual harassment or other job-related harassment or form of discrimination, you must promptly report the incident according to the following procedure:

Step	Action
1	Direct reports of harassment and other forms of discrimination **to a mentor volunteer, a shelter director, or the CEO**. No person is required to complain first to any supervisor or manager who they believe has engaged in or condoned such conduct.
2	**Reports may be made verbally or in writing.** Regardless of the way in which the complaint is made, the report should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Please do not assume that Prairie Paws Animal Shelter management is aware of any incidents of sexual harassment or other unlawful harassment or discrimination. **It is your responsibility to bring any such incidents to our attention so that we can promptly investigate and attempt to resolve the matter.** Any person who receives a complaint or report of any alleged unlawful harassment or discrimination **must** immediately refer the matter to the CEO. Any person who fails to abide by this policy will be subject to disciplinary action.
3	**Reports of discrimination and harassment will be promptly and thoroughly investigated in an objective and impartial manner**. Information will be treated as confidential. It will be disclosed only when necessary to further the investigation and to resolve the complaint. The results of the investigation will be disclosed to the person making the report and to the person alleged to have engaged in prohibited conduct.
4	If Prairie Paws Animal Shelter makes a determination that unlawful harassment or discrimination has occurred, then Prairie Paws Animal Shelter will promptly take appropriate remedial action commensurate with the circumstances. Appropriate remedial measures will also be taken to correct the effects of the harassment and to deter any future harassment. Whatever remedial action is taken by Prairie Paws Animal Shelter will be communicated to the individuals involved in the matter.

Disciplinary Action for Violations of this Policy

Any person who has engaged in prohibited conduct will be subject to disciplinary action. Disciplinary action includes suspension and termination of volunteer status.

Prairie Paws Animal Shelter will not tolerate even casual or isolated incidents of discrimination and harassment. In determining the appropriate remedial measure, Prairie Paws Animal Shelter will consider:

- the context, nature, scope, frequency, duration, and location of the incidents,
- whether they are physically threatening or humiliating,
- whether they involve offensive utterances, as well as
- the identity, number and relationships of the persons involved, AND
- any other information relevant to the complaint.

Safeguards

Two goals of this Policy and Procedure are: protecting the complaining party AND ensuring that the initiation and pursuit of the complaint is not an intimidating experience. In keeping with these goals, Prairie Paws Animal Shelter will enforce the following safeguards:

- Confidentiality: Reasonable efforts shall be made to maintain the confidentiality of any complaint made, except as necessary to conduct a thorough investigation. Complaining parties and witnesses must understand that to adequately investigate a complaint, it may be necessary to disclose their identities, either directly or indirectly, in the course of the investigation.
- Non-Retaliation: Prairie Paws Animal Shelter strictly prohibits and will not tolerate any retaliation or retribution, directly or indirectly, against anyone who in good faith:
    - makes a complaint of harassment or discrimination;
    - reports the harassment of, or discrimination against another;

    - opposes any prohibited discrimination or harassment; or
    - participates in, provides information in connection with, or otherwise assists in the investigation of any incidents of alleged sexual harassment or other unlawful harassment or discrimination conducted by Prairie Paws Animal Shelter or by any governmental agency.
- Anyone who engages in or encourages any such retribution or retaliation, directly or indirectly, will be subject to disciplinary action, up to and including immediate discharge. Furthermore, anyone who knowingly and intentionally provides false or misleading information regarding any complaints or reports of alleged sexual harassment or other unlawful harassment or discrimination will be subject to disciplinary action, up to and including immediate discharge.

Standards of Conduct

Privacy Policy and Confidentiality

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Volunteers may not disclose confidential information about the property or affairs of Prairie Paws Animal Shelter or use confidential information to advance personal or others' interest. Volunteers may not divulge confidential information about Prairie Paws Animal Shelter, its volunteers, Board of Director members, donors, or employees without the written consent of that person(s) involved and the CEO. All Prairie Paws Animal Shelter records are considered confidential and may not be copied or disclosed without authorization from the CEO. Confidential information includes all animal records, donation records, information about our customers, and anything else about the way our organization operates. Prairie Paws Animal Shelter respects the right of its employees and volunteers, to privacy in matters that have no relation to their employment or volunteer status. Matters of a personal nature concerning fellow employees and volunteers should be treated with the utmost confidentiality. By volunteering with us, you have a responsibility to Prairie Paws Animal Shelter and to your fellow volunteers and employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

Inappropriate Conduct

Although the list set forth below is not all inclusive, and Prairie Paws Animal Shelter can terminate a volunteer at any time and for any or no reason, a volunteer who engages in the following behaviors may be subject to discipline, up to and including discharge:

- Insubordination or refusing to follow instructions properly issued by a mentor volunteer or staff pertaining to your volunteer activities.
- Threatening, intimidating or coercing fellow volunteers on or off the premises -- at any time, for any purpose.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another volunteer or employee on the job; willfully restricting work output or encouraging others to do the same.
- Any act of harassment (sexual, racial or other); telling sexist or racist jokes; making racial or ethnic slurs.
- Obscene or abusive language toward any customer, employee, or fellow volunteer; rudeness toward a customer, employee, or fellow volunteer; any disorderly/ antagonistic conduct on organization premises.
- Posting, removing or altering notices on any bulletin board on organization property without permission of an officer of Prairie Paws Animal Shelter.
- Conducting a lottery or gambling on organization premises.
- Sharing confidential or proprietary Prairie Paws Animal Shelter information in violation of the organization's Confidentiality Policy.

- Immoral conduct or indecency on organization property. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on organization property.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on organization premises or when representing Prairie Paws Animal Shelter; fighting, horseplay, provoking a fight on organization property or negligent damage of property.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of organization property or the property of fellow volunteers, employees, customers, suppliers, or visitors in any manner.
- Theft of organization property or the property of fellow volunteers or employees; unauthorized possession or removal of any organization property, including documents, from the premises without prior permission from management; unauthorized use of organization equipment or property for personal reasons; using organization equipment for profit.
- Negligence or any careless action endangering the life or safety of another person or an animal in our care.
- Being intoxicated, or the use, possession or sale of controlled substance drugs in any quantity while on organization premises, except for personal use of medications prescribed by a physician.
- Dishonesty; willful falsification or misrepresentation on your volunteer application or other volunteer records; alteration of organization records or other organization documents.

Health & Safety

First Aid

It is the responsibility of each volunteer to conduct all tasks in a safe and efficient manner to support our mission in caring for our shelter animals and one another. You are expected to comply with specific Prairie Paws Animal Shelter and department safety regulations and practices. Your mentor volunteer or another staff member will inform you of guidelines and practices that specifically pertain to your volunteer duties. Federal law ("OSHA") requires that we keep records of all accidents, which occur during the workday. OSHA also provides for your right to know about any health hazards, which might be present on the job. If you hurt yourself or become ill, please notify a PPAS staff member who will notify the CEO. OSHA also provides for your right to know about any health hazards, which might be present on the job.

Dress Code

A neat, tasteful appearance contributes to the positive impression you make on PPAS customers and donors. Your clothing must be appropriate for the type of volunteer activity being performed. Should you have any questions about appropriate dress, please inquire with your mentor volunteer or any other PPAS staff member.

Smoking

PPAS is a tobacco-free workplace.

Keys

No volunteer will be provided a key to the building, or be inside of the facility without an employee present.

Fire Safety

Everyone is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Employees and volunteers are required to observe all safety requirements and regulations. Flammable materials are to be stored in covered metal containers. All employees and volunteers need to learn the location of fire extinguishers in case there is a fire which is localized and can be extinguished quickly. If this is not possible, you should be aware of proper fire exits. In the event of a fire, it is crucial that all employees and volunteers remain calm in order to avoid panic. Your composure will provide reassurance to those around you. Do not block any fire doors, fire exits, know where all fire extinguishers are, and bring any safety concerns directly to a staff member.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to support a neat and orderly work environment at all times -- it is a required safety precaution. Easily accessible trash receptacles and recycling containers are located throughout the buildings. Please put all litter and recyclable materials in the appropriate receptacles and containers. Please place “floor wet” signs up after mopping. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything you observe that needs repairing or replacing to a staff member immediately.

Computer Systems and Software

The computer system is the property of Prairie Paws Animal Shelter and may only be used for approved purposes. At all times, users have the responsibility to use computer resources in a professional, ethical and lawful manner.

Email

Prairie Paws Animal Shelter views e-mail correspondence as a professional means of communication. Volunteers are only provided access to PPAS email on a case-by-case basis. Prairie Paws Animal Shelter reserves the right to monitor and review internet use and e-mail communications sent or received by employees and volunteers. Inappropriate use of email will result in your email access being revoked.

Personal phone calls and mail

Please refrain from conducting personal phone calls on the PPAS phone system. Please do not use Prairie Paws Animal Shelter as a personal mailing address and do not put personal mail in the stacks that are not stamped.

Personal Property

Please understand that Prairie Paws Animal Shelter cannot assume any responsibility for loss or damage to personal property of any employee or volunteer. Develop habits that ensure security as a matter of course. Always keep cash properly secured.

Parking Lot Behavior

Please be courteous to other community neighbors. Use courtesy and common sense to avoid damage to your vehicle or another person's vehicle. Prairie Paws Animal Shelter does not assume any liability for any loss or damage you may sustain.

Media Inquiries

All inquiries from the media must be directed to the CEO. You are not to give interviews or release information to the media unless it has been cleared by the CEO.

Theft of PPAS property

Losses from theft immediately jeopardize the profitability of the organization. **Property theft of any type will not be tolerated** by Prairie Paws Animal Shelter. We consider property theft to be the unauthorized use of organization services or facilities or the taking of any organization property for personal use. Failure to comply will result in immediate termination of your volunteer status.

Workplace Violence

It is Prairie Paws Animal Shelter’s policy to promote a safe environment for its employees and volunteers. We are committed to working with our employees and volunteers to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on organization premises, whether he or she is an organization employee, volunteer or otherwise, it is your

responsibility to report it immediately to a PPAS supervisor or manager. Supervisors and managers who receive such reports should seek advice from the CEO regarding investigating the incident and initiating appropriate action.

PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to police by calling 911.

Drug and Alcohol Policy

PPAS is committed to providing a drug-free, healthy, and safe workplace. To promote this goal, employees and volunteers are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner. While on our premises and while conducting business-related activities off our premises, no employee or volunteer may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job so long as it does not impair one's ability to perform the essential functions of the job safely and effectively and does not endanger any person in the workplace. Volunteers who violate this policy may be disciplined or terminated, even for a first offense. Violations of this policy may also have legal consequences. Volunteers with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with a mentor volunteer or the CEO without fear of reprisal. There are certain occasions, such as our signature events and staff parties, where alcohol may be served. Volunteers should use discretion and act responsibly.

Social Media Policy

Prairie Paws Animal Shelter realizes that social media and networking websites have become a regular part of everyday life and that many people enjoy membership of such sites. However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach the PPAS confidentiality policy or offend anyone when using these services. The following policy has been designed to give staff and volunteers clear guidelines as to what PPAS expects of them when accessing these sites. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible, always in the best interests of the organization.

Guidance for Personal use

When using social media sites, volunteers should consider the following:

- Ensuring personal blogs have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of PPAS. Make your writing clear that you are speaking for yourself and not on behalf of PPAS.
- Ensuring information and comments published on any of PPAS' social media outlets complies with PPAS' confidentiality and data protection policies.
- Breach of confidentiality will result in disciplinary action up to and including termination of volunteer status.
- Ensuring you are always respectful towards:
    - PPAS staff
    - Other volunteers
    - Clients
    - Other Agencies and Partners
- Volunteers should be aware that any disrespectful or rude comments directed to the parties referenced above could result in disciplinary action or termination of volunteer status.
- PPAS' logos and trademarks may not be used without written consent except when sharing posts directly from PPAS' social media pages and where not otherwise in violation of this policy.

- At all times, in or out of volunteer hours, you are an ambassador for PPAS. Be aware that your actions captured via images, posts or comments online can reflect on the PPAS organization. Posting negative comments about other organizations will result in disciplinary action and or termination of your volunteer status.
- If you see any negative or disturbing posts on the PPAS Facebook page, alert a mentor volunteer or the CEO. Do not respond – in some cases it may be best for us to remove and ban the posting or properly respond after consulting with the PPAS Board of Directors.

Vague Posting or Vague Booking

An intentionally vague Facebook status update, that prompts friends to ask what's going on, is possibly a cry for help or is sometimes mean or sarcastic comments directed towards an individual without using their name. Please use common sense when posting on your personal social media pages.

- The general public (if you do not have privacy settings on your page) can see what you write. This includes PPAS clients, donors, Board Members, etc.
- If you are upset about an incident at PPAS or a policy, please contact a mentor volunteer, a staff member, or the CEO.

Appendix 1: Prairie Paws Animal Shelter Volunteer Waiver of Liability, Code of Conduct & Acknowledgement of Receipt & Understanding

I understand that it is the policy of Prairie Paws Animal Shelter (hereinafter referred to as PPAS) that all volunteers must attend an initial orientation with a mentor volunteer and read the Volunteer Handbook. I understand that this Handbook represents only current volunteer policies, and PPAS retains the right to change these policies at any time, as it deems advisable. By signing below, I acknowledge that I have received the Volunteer Handbook and that I have read and understand the policies. I understand that any policy changes will be provided to me in writing, and these changes supersede the policies and procedures presented in this Volunteer Handbook. I further understand that I am obligated to familiarize myself with the organization's safety, health, and emergency procedures as outlined in this Volunteer Handbook or in other documents made available to me.

I understand that it is my responsibility to be familiar with, understand, and follow the standards and policies that apply to PPAS volunteers. Further, I understand if I do not follow those standards and policies, I may be asked to leave PPAS and refrain from returning in the future.

I understand that there are certain inherent risks involved in volunteering at PPAS including, but not limited to, animal bites, animal scratches, and possible exposure to zoonotic (transmissible from animal to human) diseases. I acknowledge that animals housed at PPAS may have medical or bite histories that are unknown to me and potentially unknown to PPAS. By signing below, I hereby expressly and specifically assume the risk of injury or death that may result from volunteering at PPAS. While it is not the intention of PPAS to expose the public to any aggressive or ill animal, I acknowledge and agree that, due to the unknown history of animals housed at PPAS, I will ask for assistance before approaching any animal that is unknown to me.

I understand that as a volunteer, I have the right to terminate my volunteer status at any time, with or without cause or notice, and that PPAS has the same right. I understand that, as a volunteer at PPAS, I am ineligible to receive compensation of any kind in exchange for any task performed and volunteering does not create a contract of employment with PPAS.

I understand that as a PPAS volunteer, I may come into contact with information that is proprietary or otherwise confidential to PPAS and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside PPAS.

By signing below, I hereby release and forever discharge and hold harmless PPAS and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature either in law or in equity, which arise or may hereafter arise from and of my engagement in volunteer activities with PPAS. I understand that this Release discharges PPAS from any liability or claim of any sort or nature, whether known or unknown, that my or my beneficiaries, agents, or assigns may have against PPAS with respect to any bodily injury, personal injury, illness, death, or property damage that may result from my engagement in volunteer activities with PPAS, whether caused by negligence of PPAS, or its officers, directors, employees, contractors, volunteers, agents or otherwise. I also understand that in the event of injury or illness PPAS does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical insurance or treatment, disability insurance or benefit.

Print volunteer name: _____ Date: _____

Signature of volunteer: _____

Appendix 2: Prairie Paws Animal Shelter Volunteer Waiver of Liability

(Minors Under Age 18)

As the parent/guardian of the child(ren) below listed, I authorize the presence on the Prairie Paws Animal Shelter (hereinafter "PPAS") premises in a volunteer capacity. For this consideration, I hereby assume all risks and hazards incidental to the conduct of the volunteer activities at PPAS. I agree that I am solely responsible for my child at all times including child actions and child safety. I understand that there are certain inherent risks involved in volunteering at PPAS including, but not limited to, animal bites, animal scratches, and possible exposure to zoonotic (transmissible from animal to human) diseases. I acknowledge that animals housed at PPAS may have medical or bite histories that are unknown to me and potentially unknown to PPAS. By signing below, I hereby expressly and specifically assume the risk of injury or death that may result from volunteering at PPAS. While it is not the intention of PPAS to expose the public to any aggressive or ill animal, I acknowledge and agree that, due to the unknown history of animals housed at PPAS, my minor child I will ask for assistance before approaching any animal.

In consideration for my child(ren)'s participation in any activities at PPAS, I agree that on behalf of myself, my child(ren), my heirs, family members, personal representatives and executors, I assume the risk of injury, loss, expense, and damage of the activities and I release, discharge, indemnify, covenant not to sue, and hold harmless PPAS, its agents, employees, contractors, volunteers, officers, and directors from any and all claims, causes of action, or demands, if any, in connection with the same, based on damages or injuries which may be incurred or sustained by me or said child(ren) in any way connected with said child(ren)'s participation in activities or presence at PPAS.

Releasee (signature)_____Date_____

Print Name_____

Minors (under 18 years of age) which above Releasee is parent or Guardian

Name_____ Name _____

Name_____ Name _____