



JUNIOR VOLUNTEER FORMS

1. MONTCLAIR TOWNSHIP ANIMAL SHELTER PARENTAL AUTHORIZATION

I hereby allow my child _____ to participate as a volunteer with the Montclair Township Animal Shelter (MTAS).

I understand that my child's involvement in the program relies on parental support for volunteering. I agree to support my child in the program to the best of my ability.

While participating in the volunteer program, I understand that my child will be expected to fulfill commitments and activities as agreed upon in his/her Volunteer Application and will be trained as appropriate by MTAS staff. I have read and explained the terms of the attached Confidentiality Agreement to my child. MTAS reserves the right to ask my child not participate in the program.

I authorize MTAS to seek emergency medical treatment for my child _____, in case of an accident, injury or illness and hold MTAS harmless in such event. I understand that under MTAS Worker Compensation Policy, volunteers are not eligible for coverage for injuries sustained while volunteering at the shelter or any other MTAS sponsored events.

I waive all claims against MTAS, the Township of Montclair and the County of Essex and the State of New Jersey, and/or their members, directors, employees, and volunteers for all personal injury and property damages resulting from volunteer work for MTAS.

I understand that during their time at MTAS my child may be photographed. I authorize MTAS to use photos of him/her in promotional materials, volunteer interest stories, brochures, newsletters, social media, or in other professional MTAS.

I have read and understand this agreement, and do hereby agree to its terms.

Parent/Guardian Name: _____

Signature: _____ Date: _____

Emergency Contact Name: _____ Emergency Contact Phone #: _____

Volunteer Name: _____ Volunteer Phone #: _____

Volunteer E-mail Address: _____



Attachment to Parental Authorization Form

MONTCLAIR TOWNSHIP ANIMAL SHELTER

VOLUNTEER CONFIDENTIALITY AGREEMENT

It is the Montclair Township Animal Shelter ("MTAS) policy to protect its property and proprietary information. The willful disclosure of MTAS animal control investigations and/or cases, donor files, client information, or any other confidential and proprietary information during or after termination of employment constitutes a violation of MTAS policy and may result in disciplinary action up to and including discharge for current volunteers and/or possible legal action. Information that must not be released to people outside of MTAS includes, but is not limited to, the following:

- Customer and/or donor lists and any information related to customer and/or donor contacts
- Any information, files, or related materials from animal control investigations
- Any MTAS files, including personal and confidential documents
- Specific employee compensation rates and related information
- Veterinary records
- All work product, including letters, memoranda, presentations, email, and all other documents, whether hard copy or not, is confidential and the property of MTAS. As such it may not be copied, taken, transmitted, lent, or transferred from MTAS premises without prior written authorization from the Shelter Director.

Approved promotional material, such as flyers, or posters, may be distributed upon approval of MTAS staff (or their delegates).



2. TOWNSHIP OF MONTCLAIR EMPLOYEE AND VOLUNTEER CODE OF CONDUCT IN SHORT

We Build Trust and Credibility

We Respect all Persons in all Situations

We think Fairly

We Act Ethically

We Do Not Discriminate Against Anyone for Any Reason

We are Honest and Transparent

We Uphold the Law

We are Loyal to our Agency

We Do Not Exploit Municipal Resources

We Think of Safety at All Times

Do the Right Thing

_____ (Initial) I understand, acknowledge, and agree to abide by the terms and conditions of this Code of Conduct during my time as a volunteer with the Montclair Township Animal Shelter.



3. ZOO NOTIC DISEASE AWARENESS

Volunteers can help to protect themselves from zoonotic diseases (diseases that can be passed between humans and animals) and prevent the spread of disease in the shelter.

PROTECT YOURSELF AND YOUR OWN ANIMALS

If your immune system is compromised, consult with your physician before volunteering.

Keep all of your personal animals' vaccinations current.

ALWAYS wash hands before and after handling or interacting with any animal, especially prior to eating.

Do not allow animals to lick your face or any wounds.

Consider changing your clothes and shoes before going home.

Immediately report any bite and/or scratch to MTAS staff.

Use gloves before any potential contact with excrement or vomit.

Do not touch or handle animals in the Quarantine Area.

Do not handle any animal that appears ill. Please notify MTAS staff if you believe it to be so.

PROTECT SHELTER ANIMALS:

ALWAYS wash hands with soap and water between touching animals.

Do not take puppies less than 4 months old to outside play areas.

Do NOT mix animals from separate kennels.

Use rubber/plastic toys/kongs that can be disinfected.

_____ (Initial), I have read, understand, and agree to follow the instructions above.