

Orientation Date: \_\_\_\_\_

Anderson County P.A.W.S.  
1320 Hwy 29 S. Anderson, SC 29626  
864-260-4151

[Submit Form Here:](#)

[pawsvolunteer@andersoncountysc.org](mailto:pawsvolunteer@andersoncountysc.org)

On Facebook: Anderson County PAWS Volunteers

### Contact Information

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

Mailing address: \_\_\_\_\_ City \_\_\_\_\_ ZIP: \_\_\_\_\_

Physical address: \_\_\_\_\_ City \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Age: \_\_\_\_\_ (Age 13-15 must be accompanied by an adult at all times) DOB \_\_\_\_\_

Driver's license/ID # \_\_\_\_\_ State Issued \_\_\_\_\_

Please provide a copy.

Primary areas of interest:

- Dogs/Puppies
- Cats/Kittens
- Dishes
- Laundry
- Newspapers
- Working on enrichment treats
- Working offsite adoption events: Weekdays \* Weekends \* Both?

Days/Times available:

- Weekdays am or pm?
- Weekends am or pm?

---

Emergency Contact:

Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relation: \_\_\_\_\_

Anderson County P.A.W.S.  
1320 Hwy 29 S. Anderson, SC 29626  
864-260-4151  
[pawsvolunteer@andersoncountysc.org](mailto:pawsvolunteer@andersoncountysc.org)  
On Facebook: Anderson County PAWS Volunteers

### **VOLUNTEER AGREEMENT & WAIVER OF LIABILITY**

**Volunteer Agreement Anderson County PAWS volunteers must be one of the following:**

**13 years old through age 15 must be with an adult at all times and attend orientation.**

**Volunteers 16 and up need not be supervised and must attend orientation.**

In consideration of this opportunity to volunteer, I agree to the following terms and conditions, intending to be legally bound by them.

1. I will abide by the mission, rules, regulation, policies and programs of Anderson County PAWS while I am a volunteer.
2. If I stop being a volunteer for Anderson County PAWS for any reason or upon Anderson County PAWS request at any time, I will promptly return all of Anderson County PAWS's supplies, equipment, records, money's and other items in good, clean condition.
3. I assume the risks of being bitten, scratched, injured or frightened by cats, kittens, dogs, puppies or any other animals I may come in contact with in connection with my volunteer work for Anderson County PAWS. Anderson County PAWS is not liable to me for any injuries, damages, liabilities, losses, judgements, costs or expenses whatsoever, which I might suffer or sustain in connection with the performance of my volunteer activities for Anderson County PAWS, unless they are the result of Anderson County PAWS's negligence or intentional misconduct. I will indemnify, defend and hold Anderson County PAWS harmless from and against any claims, lawsuits, injuries, damages, losses, costs or expenses whatsoever, sustained by any companion animal or any person in connection with my intentional misconduct or grossly negligent performance of volunteer activities for Anderson County PAWS or my breach of Anderson County PAWS's rules, regulation, policies and programs.
4. I agree to not perform any activities that I do not feel I have been properly trained to do as a volunteer at Anderson County P.A.W.S.
5. I understand and agree that Anderson County PAWS may refuse volunteer applications for any reason.
6. If I will be sheltering or providing foster care or boarding any of Anderson County PAWS's animals in my home or business, I consent to Anderson County PAWS visiting my home or business from time to time to observe the animals and their living conditions.
7. I give Anderson County PAWS permission to publish my picture and name in any promotional materials to include, but not limited to, newsletters, websites, commercials, and other advertisements or solicitation material. No payment from Anderson County PAWS will be expected in exchange.
8. I have accurately and truthfully completed this Volunteer Application and Agreement.
9. Any modification to this Agreement must be in writing and signed by both parties. This agreement is binding upon Anderson County PAWS, me and Anderson County PAWS's and my respective heirs, successors, assigns, executors, and personal representatives.

**Volunteer Name (Printed)** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature (Req. when volunteer is under 18 years of age)** \_\_\_\_\_

**Anderson County PAWS representative** \_\_\_\_\_ **Date** \_\_\_\_\_

Anderson County P.A.W.S.  
1320 Hwy 29 S. Anderson, SC 29626  
864-260-4151  
[pawsvolunteer@andersoncountysc.org](mailto:pawsvolunteer@andersoncountysc.org)  
On Facebook: Anderson County PAWS Volunteers

## **VOLUNTEER CODE OF CONDUCT AND CONFLICT OF INTEREST**

### **ASSIGNMENT OF RIGHTS AND DISCLOSURE POLICY**

Anderson County PAWS is a not-for-profit, tax exempt organization formed to promote, develop, educate and otherwise further the practice of companion animal welfare and a no-kill society. This document serves as a code of conduct for volunteers in their capacity as Anderson County PAWS volunteers. Volunteers affirm their endorsement of the Code and acknowledge their commitment to uphold its principles and obligations by accepting and retaining volunteer positions.

### **CODE OF CONDUCT**

- Volunteer members of Anderson County PAWS shall at all times abide by and conform to the following code of conduct in their capacity as a volunteer members.
- Volunteer members must exercise a **duty to care** to act in a reasonable and informed manner when acting as a volunteer of Anderson County PAWS. The duty of care includes exercising what is in Anderson County PAWS's best interest overall, irrespective of the other entities with which the volunteer is affiliated or sympathetic.
- Volunteer members must exercise a **duty of loyalty** that requires performance of the duties in good faith and in the best interests of Anderson County PAWS, rather than in one's own interests. The duty requires that all volunteers be conscious of the potential for conflicts of interest and act with candor and care in dealing with such situations that all volunteers treat as confidential all matters involving Anderson County PAWS until there has been general public disclosure.
- Volunteer members must exercise a **duty of obligation** when they agree to serve as an Anderson County PAWS representative to the external organizations or to represent Anderson County PAWS in an official capacity with individuals, member, vendors, companies, non-profit groups or other entities. The duty of obligation requires Anderson County PAWS volunteer representatives to articulate and support the decisions of Anderson County PAWS leadership irrespective of any individual interest, opinions or positions.
- Volunteer members must exercise a **duty of disclosure** relating the involvement with other animals care organizations whether not-for-profit or otherwise. Volunteers also have a duty to disclose any felony charges, restrictions, suspensions or revocations of licenses that may negatively impact Anderson County PAWS. For good cause, and with prior notice to the member whose information is at issue, such information may be disclosed to the Board of Directors. Volunteer participation with Anderson County PAWS activities may be limited or prohibited as a result of these disclosures.
- Volunteer members will exercise proper authority and good judgment in their dealings with Anderson County PAWS Staff, suppliers and the general public and will respond to the needs of Anderson County PAWS employees in a responsible, respectful and professional manner.
- Retiring volunteers will, at Anderson County PAWS's request, promptly return to Anderson County PAWS all documents, electronic and hard files, reference materials, and other property entrusted to the volunteer member for the purpose of fulfilling his or her job responsibilities. Such return will not remove the retiring volunteer member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure as a volunteer.

### **CONFLICT OF INTEREST**

A Conflict of interest arises whenever a volunteer's activities are in opposition to, detract from or in some manner might become detrimental to the purpose of Anderson County PAWS. It is the responsibility of any volunteer of Anderson County PAWS to recognize, identify and disclose actual or potential conflicts of interest they may have. Such individual shall disclose all relevant information regarding the conflict to the Director of Operations and shall remove themselves from all conflicting situations as a result. Any person disclosing potential conflicts must agree to work with Anderson County PAWS towards resolution as disclosures or disclaimers alone are not appropriate mechanisms to resolve conflicts of interest in addition volunteers shall:

- Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of Anderson County PAWS while acting as a volunteer for the organization
- Not abuse their position by improperly using their volunteer position or Anderson County PAWS's staff, services, equipment, materials, resources, or property for their person or their third-party gain or pleasure, and shall not represent to third parties that their authority as a volunteer extends any further than which it actually extends.
- Not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect Anderson County PAWS.
- Not engage in or facilitate any discriminatory or harassing behavior directed toward Anderson County PAWS staff, members, officers, and directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors or other in the context of activities relation to Anderson County PAWS.
- Not solicit or accept gifts, gratuities, trips, honoraria, personal property or any other item of material value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to Anderson County PAWS without fully disclosing such items to the Director of Operations.
- Not persuade or attempt to persuade any employee of Anderson County PAWS to leave the employ of Anderson County PAWS or to become employed by a person or entity other than Anderson County PAWS.
  - Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier contractor or any other person or entity with an actual or potential relationship to or with Anderson County PAWS to terminate, curtail or not enter into its relationship to or with Anderson County PAWS or to in any way reduce the monetary or other benefits to Anderson County PAWS of such relationship.
  - Not speak negatively of a board member, employee or fellow volunteer of the organization or speak in a negative or derogatory manner about the organization in general. Should there be concerns by a volunteer relative to these issues, the concerns need to be addressed with the Director of Operations and resolved internally.
  - Not speak to, have physical contact, bring items for, allow the use of phones by or preform any favors of any kind to inmate workers. Doing so will result in immediate termination from the program and referral to the Anderson County Sheriff's Office for prosecution.
- If at any time an acquaintance, friend or relative become an inmate worker here at the Anderson County PAWS you must notify the volunteer coordinator immediately and have no contact with the inmate no matter your relationship to the inmate.

**(Continued on next page)**

Anderson County P.A.W.S.  
1320 Hwy 29 S. Anderson, SC 29626  
864-260-4151

[pawsvolunteer@andersoncountysc.org](mailto:pawsvolunteer@andersoncountysc.org)

On Facebook: Anderson County PAWS Volunteers

**WORKS CREATED FOR ANDERSON COUTNY PAWS** Anderson County PAWS encourages volunteers to participate in the creation and development of creative and useful works (collectively, the “Works”) in connection with their service to Anderson County PAWS. Through your participation you may either individually, through committees, and/or in conjunction with Anderson County PAWS staff and/or outside consultants participate in the creation and development of Works that are subject to copyright protection. You agree that all such Works created, in whole or in part, by you in connection with your relationship to Anderson County PAWS shall be considered specially commissioned works of Anderson County PAWS and shall be owned by Anderson County PAWS. You assign to Anderson County PAWS ownership of all right, title and interest in the Works.

**I agree to comply with all terms of the Volunteer Code of Conduct and Conflict of Interest, Assignment of Rights and Disclosure Policy. By violating these terms, I am electing to remove myself as a volunteer of ANDERSON COUNTY PAWS.**

**Volunteer Name (Printed)** \_\_\_\_\_

**Volunteer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_