



Hi Tor Animal Care Center Volunteer Manual

Table of Contents

Page 1-	Table of Contents
Page 2 -	Welcome; Our Vision, Mission & Values
Page 3 -	Policies
Page 3 -	Volunteer Requirements
Page 4 -	Explanation of Policies & Procedures
Page 4 -	Injuries & Accidents
Page 4 -	Incidents Involving Visitors
Page 4 -	Restricted Area
Page 5 -	Euthanasia
Page 5 -	Appearance and Dress
Page 5 -	Attendance
Page 6 -	Code of Conduct
Page 6 -	Confidentiality
Page 6 -	Fair Treatment/Problem Solving
Page 6 -	Discrimination
Page 6 -	Harassment
Page 7 -	Violence in the Workplace
Page 7 -	Drug Free Environment
Page 7 -	Discipline
Page 8 -	Dismissal
Page 8 -	Resignation
Page 8 -	Restricted Area
Page 8 -	Smoking
Page 8 -	Representing the Shelter
Page 9 -	Change in Personal Information
Page 9 -	Pregnancy/Medical Condition
Page 9 -	Telephone Calls
Page 9 -	Media Procedures; Social Media
Page 10 -	Volunteer Opportunities
Page 13 -	Shelter Information and Operations
Page 14+15	Volunteer Release Form (Please print these 2 pages, bring to orientation and sign in front of a designated shelter representative).

Welcome New Volunteer!

We are pleased that you have chosen to donate such a very precious commodity to us - your time and talents.

We want each volunteer to feel that he or she is a part of our team and important to our overall success. The shelter could not exist without the support of our volunteers who bring a diversity of interests, knowledge, expertise and caring to our organization.

Please read the volunteer manual and refer to it as necessary. Our policies are designed to protect our animals, staff and volunteers, as well as guide our volunteers. Your ideas and suggestions are important to us and we welcome them at any time. If you have any problems, suggestions, ideas or concerns that you would like to discuss, please feel free to contact the volunteer coordinator or president.

We could not achieve our goals without you. Thank you for joining us, we appreciate it and most of all the animals appreciate it! We look forward to a long and productive relationship.

Our Vision, Mission and Values

Our Vision

We envision a place of refuge for every neglected, abandoned or abused domestic and companion animal in Rockland County.

Our Mission

To provide a space where animals are sheltered in comfort, safety and security; where they have a place to exercise and experience joy; and where they can know the love of our community while we seek to find them their forever homes. We strive to deliver the highest standard of care possible while promoting responsible pet ownership through education.

Our Values

- Dedication--To the animals in our care, to our staff, to our volunteers and to our community.
- Compassion--Toward all people and animals.
- Advocacy--Because animals can't speak for themselves.
- Education--Promoting responsible pet ownership.
- Integrity--Inspiring trust and respect by taking responsibility for our words and actions.

Policies

1. Volunteers must abide by all of the rules of Hi Tor Animal Care Center and always give the shelter staff appropriate respect. It is imperative that volunteers follow instructions and directions given by the staff.
2. Volunteers are expected to meet all of the responsibilities of their specific role(s), as outlined in the training programs and the job description(s). This allows us to present a common standard of professionalism in any environment in which we work.
3. Volunteers must abide by all security and safety rules as outlined in all applicable training programs, job descriptions and in this handbook. The safety of our volunteers, staff, animals as well as the public are of paramount importance. Non-compliance of these rules can result in unexpected consequences to the life of an animal and to the organization as a whole.
4. Volunteers must wear “volunteer shirts” while working at the shelter or at any off-site event. This immediately identifies our members to both the public and the shelter staff.
5. Volunteers are expected to be dependable and punctual when scheduled.
6. Harassment of fellow volunteers, shelter staff, members of the management team and the public is expressly prohibited. This is a key aspect of community spirit.
7. Volunteers should dress and groom themselves appropriately for their volunteer position. Such an appearance contributes to the positive impression made to the public.
8. Volunteers must not commit any willful violation of any shelter rules or any deliberate action that is extreme in nature and detrimental to Hi Tor’s efforts to fulfill the shelter’s purpose and mission.

*****All of the outlined policies are critical to the integrity and success of the shelter and the goals that we set forth in order to improve the quality of life for shelter animals. Violation of the policies may result in immediate dismissal without warning.***

Volunteer Requirements

You must be at least 18 years old to volunteer for the programs that involve working directly with dogs. You must be at least 16 years old to volunteer for the programs that involve working with cats and designated small animals as well as other tasks around the shelter. All Hi Tor Animal Care Center volunteers are regarded as ambassadors who represent the shelter’s goal and mission. All of the volunteer positions at Hi Tor Animal Care Center are geared to helping our animals become adoptable and finding them their forever homes. Although some positions require training in order to work with animals, all positions require good people skills. Working together as a team requires patience, cooperation, understanding, and most of all commitment.

ALL VOLUNTEERS ARE REQUIRED TO GIVE AT MINIMUM 2 HOURS A MONTH

Explanation of Hi Tor Animal Care Center Procedures and Policies for all Volunteers

The following procedures were developed to provide organization throughout our busy shelter, and to insure the safety of all Hi Tor Animal Care Center staff, volunteers, animals and the public.

As a volunteer, you have specific responsibilities. Below are listed many of the policies, procedures, regulations, and/or guidelines you are expected to follow.

Injuries and Accidents

All injuries to volunteers and members of the public that occur on Hi Tor property or at a Hi Tor event, both serious and minor, must be reported to a Hi Tor staff member immediately. Hiding or ignoring these incidents in order to “protect” an animal will only result in more harm to all involved.

Bites and Scratches - Must immediately be reported to the Hi Tor office, and an incident report filled out. The report can also help staff to determine what may have prompted the animal to react. NYS laws requires that a bite or scratch case animal be held for 10 days regardless of whether they have been vaccinated. Injured parties must seek out medical treatment immediately.

Other injuries; cuts, falls, etc. – Also require an incident report. Assist the general public by directing them to the Hi Tor office and advising them to fill out an incident report. Call 911 if necessary and locate a Hi Tor staff member to assist the injured person.

Documentation of all incidents is paramount in order to protect Hi Tor as well as protecting an injured party and getting them proper medical treatment.

Incident Involving Visitors

Immediately notify a staff member of any unusual occurrence, suspicious activity or a situation involving a visitor who either forcibly enters a restricted area or who becomes abusive in any public areas of the facility. Under no circumstances should a volunteer try to restrain or remove a visitor.

Restricted Areas

Certain areas of the shelter are off-limits to volunteers. Unless you are specifically authorized to enter as a part of your duties, you may not enter shelter offices, quarantine, isolation, or any locked or “staff-only” designated areas.

Euthanasia

Hi Tor Animal Care Center is now a “no kill” shelter. We give refuge to every animal brought into our care regardless of how old or sick the animal may be. Every reasonable effort is made to nurse a sick animal back to health and we attempt to find forever homes for all domestic animals that come into our care. We do not have a time limit on an animal’s stay and an animal will not be euthanized to make room for another. As defined by the ASPCA and the definition accepted in the industry, “a **“no-kill” shelter** is an **animal shelter** that **does** not **kill** healthy or treatable animals even when the **shelter** is full, reserving euthanasia for terminally ill animals or those considered dangerous to public safety”.

We do not take the decision to euthanize lightly, and it is a taxing decision on both volunteers and staff. Due to our open admissions policy, sometimes we have no choice but to euthanize. An open admission policy means we accept all animals and do not turn any away. While we respect and appreciate all animal shelters and rescues, shelters that do not euthanize will not take in all animals and frequently turn away adult dogs and cats as well as sick animals. We accept these animals, we try our best to heal them and get them adopted. Unfortunately, serious illness, injury and dangerous animals contribute to the need for euthanasia. There are circumstances where it is the most humane thing to do.

Appearance and Dress

A volunteer represents Hi Tor Animal Care Center to the community and your appearance contributes to the overall impression and perception of the shelter. Therefore attire that is appropriate to your working conditions is expected of all volunteers. You should be clean and neat, within the constraints of your duties.

All volunteers must wear an official Hi Tor shirt or sweatshirt while performing duties on or off Hi Tor premises. While outside in cold or inclement weather, coats and jackets may be worn.

For those working directly with animals, we recommend you wear long pants or jeans and non-skid rubber-soled shoes with closed toes. Large hoop or dangling earrings represent a safety hazard and may not be worn.

Attendance

Volunteers must sign in and out of the volunteer log book in the main office. Most volunteer positions offer flexibility re: days and times of service. There are some volunteer positions that require specific days and times, such as off-site adoption and tabling events. Absenteeism detracts from our ability to serve our clients and causes an undue burden on those who must fill in. In addition, tardiness inconveniences those who are counting on your presence. Repeated offenses may result in a person losing volunteer status.

Code of Conduct

Volunteers, like any other professionals in a non-profit field, are subject to a code of ethics. You must assume certain responsibilities and expect to be held accountable for what you do. Therefore, you must agree to:

- Interpret “volunteer” to mean that you have agreed to work without monetary compensation but, having been accepted as a volunteer, expect to do your work according to Hi Tor’s policies and standards;
- Work with an attitude of open-mindedness, a willingness to be trained, and to bring interest and attention to that work and training;
- Contribute the assets you have to enrich the projects on which you work; and
- Support our policies inside and outside the shelter.

Confidentiality

All Hi Tor information (i.e., names, addresses, phone numbers, etc.) that you are aware of as a result of your position is confidential and may not be disclosed or discussed with others. Your personal information may not be disclosed, and will not be provided to anyone, unless authorized by you.

Fair Treatment/Problem Solving

If a problem arises concerning any aspect of your volunteer work, you are encouraged to attempt to reconcile the issue with those involved. However, if you feel that a workable agreement or satisfactory resolution to your problem cannot be achieved with discussion, then notify the Volunteer Coordinator, who will work with all appropriate parties to resolve the issue or problem.

Discrimination

Hi Tor Animal Care Center provides an environment free from discrimination. Any type of discrimination based on an individual’s race, religion, national origin, gender, sexual orientation, HIV status, age, marital or veteran status, citizenship, disability, etc. is strictly prohibited.

Harassment

Hi Tor Animal Care Center will not tolerate harassment of others for any reason. Harassment includes, but is not limited to, the following types of behavior: making derogatory remarks about certain individual characteristics (i.e., race, religion, age, and sexual orientation), repeating “jokes” about ethnic or other groups, engaging in abusive language, and other offensive verbal, physical, and visual behaviors.

Sexual harassment, which is illegal and carries with it personal liability, is defined as any unwanted physical, verbal, or visual sexual advances, requests for sexual favors, and any other sexually oriented conduct which is offensive or objectionable to the recipient, including but not limited to: derogatory or suggestive comments, slurs or gestures, and

offensive posters, cartoons, pictures, or drawings. Sexual harassment does not refer to occasional compliments of a socially acceptable nature but to unwelcome and personally offensive behavior. Such behavior debilitates morale and, therefore, interferes with work productivity.

Harassment of any kind is a form of misconduct that undermines the integrity of our relationships. Any form of harassment, sexual or otherwise, directed at an employee, volunteer, client, visitor, vendor, or any individual conducting business with the organization will lead to disciplinary action, up to and including immediate termination in cases of gross misconduct.

Employees and volunteers should report suspected or actual sexual harassment directly to the Volunteer Coordinator. The matter will be promptly investigated. Confidentiality will be maintained to the extent possible, consistent with the need to conduct a prompt and thorough investigation of a complaint. There will be no retaliation against an employee or volunteer for filing a complaint. Any instance of sexual harassment, any act of retaliation, or any failure to cooperate in the investigation or resolution of a sexual harassment complaint may result in disciplinary action or termination.

Violence in the Workplace

Hi Tor Animal Care Center does not tolerate any displays of violent, aggressive, or threatening behavior by or toward its employees, board members, visitors, or volunteers. Inappropriate behaviors include, but are not limited to, physical, verbal, or visual assaults; the possession and/or use of firearms and other dangerous weapons. Volunteers who carry dangerous weapons in their personal vehicles are prohibited from bringing such vehicle onto Hi Tor property or parking those vehicles on Hi Tor property. Employees and volunteers should summon help from co-workers or call 911 if they are threatened or believe they are in imminent danger.

Drug-Free Environment

Promoting a safe and productive atmosphere for all volunteers and employees, Hi Tor is a drug-free environment. Shelter management will take all steps necessary to ensure that volunteers perform their duties and responsibilities free from the influence of drugs, illegal substances and alcohol. No employee or volunteer may perform their duties while impaired, including from prescription medication.

No volunteer shall consume alcoholic beverages while on Hi Tor property. All illegal activity on Hi Tor property is strictly prohibited.

Discipline

Hi Tor Animal Care Center promotes a philosophy of fairness that encourages growth and improvement. This concept of progressive discipline will be mirrored in the volunteer program.

Volunteers who commit minor violations of policy, procedure, rule, regulation, or guideline will be verbally counseled in an effort to achieve acceptable compliance. Continued violations could result in additional counseling or dismissal from the program.

Serious violations (i.e., animal abuse; abusive, threatening, harassing behavior to staff, volunteers, or clients; possession, use, sale, etc. of drugs or weapons; disclosure of confidential information) will result in immediate termination of service and possible criminal charges.

Dismissal

Volunteers who do not comply with Hi Tor's rules, policies, procedures, guidelines, and regulations, either willfully or because of an inability to do so, or who fail to perform their assignments satisfactorily, are subject to dismissal. A volunteer may be dismissed by the volunteer coordinator or a shelter supervisor with the approval of the Hi Tor president. Hi Tor reserves the right to request a volunteer to leave immediately if, at the discretion of the volunteer coordinator or shelter manager, circumstances warrant such action.

No volunteer shall consume alcoholic beverages while on Hi Tor property. All illegal activity on Hi Tor property is strictly prohibited.

Resignation

If for any reason you cannot complete your assignments as planned and need to leave the volunteer program, please inform the volunteer coordinator. We would appreciate your feedback through an exit interview in person or by phone. This provides us with valuable feedback from a volunteer's perspective.

Restricted Areas

Certain areas of the shelter are off-limits to volunteers. Unless you are specifically authorized to enter as a part of your duties, you may not enter shelter offices, quarantine, isolation, or any locked or "staff-only" designated areas.

Smoking

In accordance with NYS workplace laws, smoking is prohibited inside all Hi Tor facilities. Volunteers and employees who wish to smoke may do so outside the building in designated areas. Please dispose of cigarette butts properly and do not throw them on the ground.

Representing the Shelter

No volunteer will discuss with the public, the staff, or within hearing of the public or staff, their personal views concerning shelter procedures, protocols, etc. with which they may disagree. To do so may result in immediate dismissal. Volunteers are welcome to express any concerns or personal views regarding shelter policy to the volunteer coordinator.

Changes in Personal Information

Please keep your personal information up-to-date *at all times*. Notify the Volunteer Coordinator of changes in: name, address, phone number, email address, or emergency contact person.

Pregnancy or Medical Condition

If you become pregnant, are injured or have a serious illness, immediately notify the volunteer coordinator. If your duties involve handling animals, you may come into contact with a bacterium or parasite that can harm your fetus. If you wish to continue volunteering, you can be assigned to office duties and/or offsite tabling events as long as you understand and adhere to the necessary precautions. Pregnant women and volunteers with injuries or a serious illness are strongly advised to contact their physicians and follow any advice pertaining to working with animals or at the animal shelter.

Telephone Calls

Hi Tor's telephone lines are for business purposes only. Use cell phones for outgoing personal calls, and incoming personal calls will be routed directly to the volunteer only in emergency situations.

Visitors and Personal Guests

On-duty volunteers may not receive personal visitors, except in emergencies. Volunteers should instruct friends and family members to wait in the lobby or outside the main office until they are off-duty. ****VOLUNTEERS MAY NOT BRING CHILDREN OR THEIR OWN PETS TO THE SHELTER WHILE THEY ARE VOLUNTEERING.**

Media Procedures

Dealings with the media will be handled **ONLY** by an shelter representative authorized by the President. "Media" is anything that will be printed, broadcasted, or televised about Hi Tor Animal Care Center.

Social Media

Hi Tor Animal Care Center respects the right of any volunteer to maintain a blog, web page or to participate in social networking sites such as Facebook or Twitter, or similar site. However, to protect Hi Tor's interests, volunteers must adhere to the following rules:

1. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, twitter and similar sites. Any information that cannot be disclosed through a conversation, a note, or an email also cannot be disclosed in a blog, web page, social networking, twitter or similar site.
2. Whether posting something on his/her own blog, web page, social networking, twitter or similar site or on someone else's, if a volunteer mentions Hi Tor Animal

Care Center and also expresses either a political opinion or an opinion regarding Hi Tor Animal Care Center's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not Hi Tor's position.

3. Be respectful of your potential readers, colleagues and fellow volunteers. Do not use discriminatory comments, personal insults, libel or slander when commenting about Hi Tor Animal Care Center, your superiors, co-workers, board members, fellow volunteers, or other pet-related entities and/or organizations affiliated with Hi Tor Animal Care Center.
4. Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, twitter or similar site. For example, posted material that is discriminatory, harassing, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to volunteer blogging.
5. Hi Tor Animal Care Center encourages volunteers to keep in mind the speed and manner in which information posted on a blog, web page, social networking, twitter or similar site can be relayed and often misunderstood by readers. Hi Tor requires all volunteers to refrain from posting information regarding Hi Tor or their staff which could embarrass or upset co-workers or which could detrimentally affect Hi Tor's business.
6. Failure to follow these guidelines may result in discipline, up to and including termination.

Hi Tor Animal Care Center Volunteer Opportunities

1. **Dog Walker/Handler** – Teach shelter dogs the basic obedience and skills they need to find good homes, at the same time providing regular exercise and socialization while they are here at the shelter. This program requires both classroom and hands-on training and mentoring.

Requirements:

- A genuine love of dogs
- At least 18 years of age
- Have the physical strength and dexterity to handle strong dogs
- Be able to follow directions and work within guidelines for the safety of the dogs and volunteers
- Be able to make a commitment, volunteering an average of at least one hour a week

2. **Cat Care** – Work with shelter cats and kittens to make them friendlier and therefore, more adoptable. Help with cat socialization and other activities to keep our felines active, mentally stimulated, and eager for human interaction. This program requires hands-on training and mentoring.

Requirements:

- A genuine love of cats
- At least 16 years of age

- Able to follow directions and work within guidelines for the safety of the cats and volunteers
- Able to make a commitment, volunteering an average of at least one hour per week

3. Foster Program – Open your home to a shelter dog or cat while we work to find them permanent homes. Fosters can range in duration from a few days to a few months.

Requirements:

- Have a genuine love of animals
- Able to provide a safe, clean and healthy environment for fosters
- Able to provide for special needs when required

4. Greeters – Welcome and assist shelter visitors to find a pet, drop off donations, or get information. Help them find the staff members who will best meet their needs. Assist and support office staff. Help make the adoption process user-friendly. This program requires hands-on training and mentoring.

Requirements:

- Have a genuine desire to work with people
- Ability to deal with various types of personalities
- Ability to redirect the public, if necessary (i.e., children)
- Ability to smile through it all and remain pleasant
- Understand when and to whom to report information
- Be a self-starter, have initiative
- Be dependable and knowledgeable about necessary information
- Be at least 18 years of age
- Be able to commit to a minimum of three months, volunteering an average of at least one hour per week

5. Adoption Outreach – Help with on and off-site adoption events. We hold many special adoption events each year. Many are held off-site in order to reach potential adopters who might not visit the shelter. Volunteers are needed to assist with animal care and support adoption staff. This program requires both classroom and hands-on training and mentoring.

Requirements:

- Have a genuine desire to work with animals and people
- Ability to be a positive and knowledgeable ambassador for Hi Tor
- Ability to follow directions and procedures to insure the safety of the animals, volunteers, staff and adopters

6. Shelter Assistant – Work in our shelter with our kennel manager and attendants. Help with cleaning cages and feeding animals, comforting animals and assisting staff. This position also requires volunteers to help with general cleaning. Hands-on training and mentoring are required.

Requirements:

- Genuine desire to work with people and animals
- Ability to follow directions and complete tasks in a timely manner
- Ability to help with animals in distress

OTHER NON ANIMAL RELATED OPPORTUNITIES

1. Fundraising & TablingHelp the shelter raise much needed money to run the shelter and pay for medical needs and housing of the animals. Man our booth at local street fairs, help us plan events, speak to the public about our services and programs.
2. Computer needs... As needed , could be help with entering information into a data base or possibly helping with posts on our FB page
3. Shelter Maintenance.... Helping to keep the shelter clean and managed. Helping to keep the storage sheds neat and clean and organized. Keeping the grounds neat and clean.
4. Laundry The shelter ALWAYS needs help with laundry. You can pick up a bag or two any day of the week and take it to a laundry mat or home if you choose to wash and dry and then bring back to the shelter.
5. Donation Drives We are always looking for people to set up donation drives for much needed supplies. (This is how we give children under 16 who are too young to work at the shelter the opportunity to volunteer their time). There is a list on our website of donations that we currently need, but the everyday needs of the shelter are bleach, Clorox wipes, paper towels, sheets, blankets, towels and cat food.

Shelter Information and Operations

Hi Tor Animal Care Center

65 Firemen's Memorial Drive
Pomona, New York 10970
(845) 354-7900
www.hitor.org

Hours of Operation

Every Day 8:00am-5:00pm

Open to the Public – Every day from 12:00-5:00pm except Wednesdays (closed)

Volunteers – Can volunteer everyday anytime from 8:00am – 5:00pm

President

Debbie DiBernardo e-mail: debbie@HiTor.org

Shelter Manager

Michael Sanducci e-mail: mikeducci@yahoo.com

Volunteer Coordinator

Steve Harris e-mail: sharris@HiTor.org



Hi Tor Animal Care Center Volunteer Release Form

I, (Print Full Name) _____

Residing at _____ Acknowledge the following:
Street Address, City, State, Zip Code

1. General Provisions

I have read the Hi Tor Animal Care Center Volunteer Manual in its entirety and understand my rights and responsibilities as a volunteer for Hi Tor Animal Care Center.

I understand that all activities that I perform for Hi Tor Animal Care Center will be strictly on a volunteer basis, without pay, compensation or benefits.

Initials: _____

2. Volunteer Policies and Procedures

I have read Hi Tor Animal Care Center's Policies and Procedures (contained in the Hi Tor Volunteer Manual) and understand my responsibilities as a volunteer for Hi Tor Animal Care Center.

I agree to comply with all rules and regulations established by the shelter and understand that any failure to do so may result in immediate removal from the volunteer program.

Initials: _____

3. Injury and Precautions

I understand that if I am injured while acting as a member of the volunteer staff, New York State worker's compensation laws do NOT cover any loss of work I might suffer because of these injuries.

I am aware that the nature of the activities that I may be performing as a volunteer pose a risk of harm, injury, illness, or disease to both me and my own pets.

I have read and will follow all recommended health precautions, as set forth in Hi Tor Animal Care Center's Volunteer Manual.

I authorize Hi Tor Animal Care Center and its representatives to seek emergency medical care for me in the event of accident, injury, or illness while serving as a volunteer for Hi Tor Animal Care Center.

Initials: _____

4. Confidentiality

I will keep confidential any and all information in regard to any animals or people who access the services of Hi Tor Animal Care Center, including past and current owners of animals that are adopted or surrendered to Hi Tor Animal Care Center.

Initials: _____

5. Supervision

I agree to abide by all policies and procedures given me both at my initial volunteer orientation and at any subsequent occasions by any representative of Hi Tor Animal Care Center.

I will take any ideas, comments, suggestions, or criticisms directly to Hi Tor Animal Care Center’s Volunteer Coordinator and agree to be supervised by either the Volunteer Coordinator or any other person designated by that person to serve as my direct supervisor.

I am accountable to Hi Tor Animal Care Center’s Volunteer Coordinator and will report any problems that develop to that person immediately.

Initials: _____

6. Waiver and Release

I agree that all volunteer activities I choose to participate in are at my own risk and I assume full responsibility for my actions while acting as volunteer for Hi Tor Animal Care Center.

I hereby fully and completely release, indemnify, and hold harmless Hi Tor Animal Care Center, its directors, officers, volunteers, agents, servants and employees from any claim cause of action or liability of any sort of nature, whether known or unknown, directly arising out of or in connection with my volunteer duties at Hi Tor Animal Care Center.

Volunteer Signature**

Date

Shelter Representative**

Date

Waiver for parents of minor volunteers: On behalf of my child, I agree that I will abide by all the rules, regulations, policies, and procedures of Hi Tor Animal Care Center. Furthermore, on behalf of myself, my child, and all our present and future heirs and assignees, I hereby agree to hold harmless and not bring legal action of any kind arising out of damage, injury, or loss to my property or myself, regardless of the cause, including negligence, to Hi Tor Animal Care Center and its employees.

Minor Volunteer’s Parent’s Signature

Date

**** Please sign in the presence of a designated Hi Tor Animal Care Center representative. ****