



Feline Frenzy

# Volunteer Check-In Station

All volunteers must sign in at Volunteer Check-In before reporting to their clinic stations. Gloves must be worn at all times. Volunteers must also sign out after their shifts.

## Volunteer Check-In Station Instructions

Volunteers are encouraged to arrive early enough to meet the team of station volunteers with whom they will be working.

1. **Arrive at the clinic at least 15 minutes before your scheduled start time**, and locate the volunteer check-in table near the Admissions Station. At least a week before the clinic, our volunteer coordinator notifies volunteers of their scheduled arrival times.
2. **Find your name on the appropriate Volunteer Sign-In & Release.**
  - o The sign-in sheets are divided by Veterinary student, Community volunteers, and DVM volunteers.
  - o Complete your signature and the time you check in.
  - o After your shift, **complete your check out time.**
3. **Provide your current contact information** on the Volunteer Sign In Form & Release Waiver that applies to your volunteer status:
  - o Community volunteer
  - o Veterinary student volunteer (Freshman, Sophomore, Junior, or Senior)
  - o Veterinarian



### Volunteer Sign In Form & Release Waiver Veterinary Student

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



By my signature below, I acknowledge the following:

- 1) I agree to comply with the mission and policies of The Jacksonville Humane Society and to follow the guidelines and direction established by the Jacksonville Humane Society.
- 2) Since cats coming through the clinic may have been exposed to the rabies virus or other infectious diseases and are likely to bite defensively, Jacksonville Humane Society's clinic procedures forbid the handling of ANY conscious cat. As rabies can be transmitted by bites, scratches, and saliva, current rabies immunization is recommended for all personnel with potential cat contact. In addition, all volunteers must wear gloves at all times, even if there is no cat contact.
- 3) I release Jacksonville Humane Society and its staff, volunteers, and facilities from any liability for any injuries or damage that I may incur or cause while volunteering with Jacksonville Humane Society.
- 4) I release my likeness, in photo and video image, for Jacksonville Humane Society's or any media's use now and in the future. To revoke this release, I will provide my request in writing to Jacksonville Humane Society and indicate it in writing on this form each time I sign-in.

Last Name	First Name	Signature	Email Address and Phone	Class Of	Sign In Time	Sign Out Time	Initials

4. **Confirm your station assignment** on the Volunteer Sign-In Form & Release and name tag. Name tags must be worn at all times.
5. **Report to your assigned station ten minutes before the station opens** to receive any additional instructions and complete setup.