



Georgia Humane Society (GHS)  
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## **GHS COMMUNITY SERVICE VOLUNTEER POLICY**

**If any of the policies on this sheet are not followed, you will be asked to leave the work-site and no service hours will be awarded.**

1. ALL HOURS MUST BE SCHEDULED IN ADVANCE - DO NOT JUST SHOW UP! You must always be accompanied by an authorized GHS representative to get credit for any hours.
2. YOU MUST BE 18 OR OLDER TO VOLUNTEER.
3. THIS VOLUNTEER POSITION REQUIRES YOU TO BE IN GOOD PHYSICAL HEALTH. If you have any health conditions that limit your ability to bend, stoop, lift up to 40 pounds repeatedly or if you are allergic to animals, this is not the volunteer opportunity for you. Wear appropriate work clothes and shoes.
4. YOU WILL BE REQUIRED TO SIGN A VOLUNTEER WAIVER PRIOR TO STARTING YOUR HOURS. This is the same form required for all of our volunteers and is a general liability waiver.
5. NO SHOW POLICY. If you coordinate a time to volunteer with an authorized GHS representative and you do not show up, there will be no further opportunities given. Cancellations require 24 hours notice. We have a FIRM ONE STRIKE POLICY REGARDING NO-SHOWS.
6. LATE POLICY. If you are more than 15 minutes late to your scheduled community service, that will be considered a no-show.
7. YOU MUST CONFIRM WITH YOUR PROBATION/DIVERSION OFFICER THAT GHS IS AN APPROVED NON-PROFIT. Many probation/diversion officers have their own list of non profits. GHS is not responsible if your hours are not accepted.
8. IT IS YOUR RESPONSIBILITY TO GET A SIGNATURE AT THE END OF EACH DAY'S WORK. Hours will not be approved on a later date.
9. YOU MUST BRING THE OFFICIAL LOG FOR YOUR HOURS TO EACH VOLUNTEER SESSION. If your probation/diversion officer did not give you a form for your hours, we have a form you can use.
10. IF YOU LOSE YOUR FORM, hours will NOT be approved again.
11. 72 HOURS NOTICE IS REQUIRED if you need any sort of additional documentation for your probation/diversion officer or for court.
12. GHS is not responsible for transportation to or from the Rescue House or PetSmart. The location of the Rescue House should be kept private and friends are not allowed to visit the Rescue House or assist with your community service hours.

**I confirm that I have read, understand and agree to the above policy regarding the completion of my community service hours at GHS.**

Volunteer Name (print): \_\_\_\_\_

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

GHS Representative Name (print): \_\_\_\_\_

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