

BREVARD NO KILL **COALITION, INC.** **VOLUNTEER AGREEMENT**



I. INTRODUCTION

Brevard No Kill Coalition, Inc. is a Non-Profit Organization, doing business as **Space Coast No More Homeless Pets**.

Purpose of Our Volunteer Policies:

The policies and provisions set forth in this agreement are written to guide volunteers and the Brevard No Kill Coalition, Inc. Board Members. Brevard No Kill Coalition, Inc. Board of Directors reserves the right to revise the Volunteer Agreement at their discretion. Any and all changes must be approved, in writing, by the Brevard No Kill Coalition, Inc. Board of Directors. Volunteers will be notified of all revisions and will be able to request and receive a copy of the revised document.

Our Commitment to Professionalism and Quality:

The volunteer work we do together is important and we ask for a commitment of quality and professionalism from all of our volunteers. All volunteer work you do as a Brevard No Kill Coalition, Inc. volunteer should be to the best of your ability. If you cannot complete an assignment for which you volunteered, notify your Brevard No Kill Coalition, Inc. contact immediately.

Definition of a Brevard No Kill Coalition, Inc. Volunteer

To serve as a Brevard No Kill Coalition, Inc. Volunteer for Brevard No Kill Coalition, Inc., you agree and understand that you must be at least 18 years of age or older, complete the Volunteer Application Form and be approved by the Brevard No Kill Coalition, Inc. Board of Directors.

Volunteers are not employees of Brevard No Kill Coalition, Inc. Volunteers perform activities and services that are charitable in nature and you will not be compensated for participating in the activities or for providing the services. You agree to participate in the activities and provide services without compensation.

II. YOUR VOLUNTEER COMMITMENT & GUIDELINES

To volunteer with Brevard No Kill Coalition, Inc., you agree to the following guidelines:

- 1) Professional presence:** Dealing with difficult people can be trying, but it is important that all volunteers maintain a polite and professional attitude whenever they are representing themselves as Brevard No Kill Coalition, Inc. Volunteers. If the other person is getting nasty, loud or abrasive, unpleasant confrontations should be avoided. Notify the board members of the encounter at your earliest convenience.
- 2) Personal opinions and organizational policy:** Please take care not to represent any of your personal opinions in such a way that people might interpret them to be the policy of the Brevard No Kill Coalition, Inc., this includes email communications. If anyone asks you a question about our policies that you cannot answer with certainty, reply that you will check into it and will get back to them. This answer is also appropriate if you are talking with a reporter.
- 3) Public comments:** If you would like to write a letter to the editor or article on behalf of Brevard No Kill Coalition, Inc. Volunteers, seek approval from the board members before submitting your writings. DO NOT make public statements that are critical of other organizations or individuals.

- 4) **Commitments:** Unless you have been authorized to make a specific decision, do not make commitments for Brevard No Kill Coalition, Inc. Volunteers, including offers of assistance.
- 5) **Communication:** Please notify the Secretary of Brevard No Kill Coalition, Inc. if your address, email address and/or telephone number changes. When communicating via email as a Brevard No Kill Coalition, Inc. Volunteer, follow general “netiquette” guidelines. If, at any point, you receive an inappropriate email and you believe you have received it in conjunction with your involvement with Brevard No Kill Coalition, Inc. Volunteers, please forward the email and other details about the communication to the Board of Directors.
- 6) **Volunteer Hours:** Report a total of your volunteer hours worked each month by the fifth of the following month or **as soon as possible** to the Secretary of Brevard No Kill Coalition, Inc. These hours are used to recognize your contribution, to show potential donors that we are supported by community members, and in grant reports.
- 7) **Miscellaneous:** The Brevard No Kill Coalition, Inc. Volunteers come from all walks of life and the diversity and knowledge base of the volunteers is vast. Respect your fellow volunteers and welcome their thoughts and input. Remember, we are all on the same team and we all have the same goal – “helping the animals”. Negativity will not be tolerated.

We invite you to constructively share ideas, concerns and suggestions with the Brevard No Kill Coalition, Inc. Board of Directors.

We also invite you to seek and accept constructive feedback on your performance as a volunteer. In the event of unsatisfactory performance or poor attendance, Brevard No Kill Coalition, Inc. has the right to dismiss volunteers according to the procedures set forth in the Brevard No Kill Coalition, Inc. Volunteer Handbook. Also, the volunteer can terminate this relationship at will.

III. Indemnity Agreement:

You agree to indemnify and hold Brevard No Kill Coalition, Inc. harmless for all bodily injury, personal injury, illness, death, property damage or other losses, including attorney’s fees and costs of litigation, that result to anyone else or any other entity because of your negligence or liability. This includes lone acts by you as a volunteer, as well as the combined acts of you as a volunteer with others.

Brevard No Kill Coalition, Inc. Volunteer Agreement agreed to by:

Volunteer’s Name (please print) _____

Volunteer’s Signature _____ **Date** _____

Address _____ **Phone** _____

Email _____

(An original signature must be kept on file with Brevard No Kill Coalition, Inc.)

NOTE: You can email a copy of your signed agreement to info@scnmhp.org, but please bring the original to the next scheduled meeting.