

Bay Area Rescued Kanines
Volunteer Expectations and Guidelines

Congratulations on becoming a member of one of the newest dog rescue groups in Contra Costa County: Bay Area Rescued Kanines (BARK). Many dogs will find happy families as a result of your efforts.

All volunteers shall complete a volunteer application form prior to participation in any activity or representation as a member of BARK. If a volunteer is under the age of 18, parent or guardian consent is required, and when the volunteer is under 16, parent or guardian supervision is required at events.

All volunteers should feel free to ask questions and seek clarification when in doubt.

In addition, responsibilities may include (but are not limited to):

- Takes direction from Volunteer Coordinator, Managers, Event Coordinator or Event Chairs as appropriate
- Interact with the public
- Handle or clean or feed animals
- Maintain a professional demeanor when representing BARK which includes being punctual
- Wear appropriate attire, which may include official BARK insignia on clothing or badges when required. For your safety own safety, we recommend wearing closed toed shoes when setting up and tearing down events and in the presence of animals.
- Silence and avoid use of any electronic devices (telephones, pagers, smart phones, musical devices, etc.) when in the presence of the public or attending meetings on behalf of BARK
- Ensure volunteer paperwork (applications, forms, monthly hour reporting, etc.) are complete and accurate and submitted within a week of an event or activity
- Keep your contact information current
- Maintain communication in such a way that information can be provided via electronic mail or telephone

If you also provide foster- or home-care additional responsibilities apply:

- Maintain a clean and safe environment for each animal
- Make a clean source of water constantly available
- Provide an appropriate amount of food
- Always treat each animal humanely and adhere to all state and local animal laws
- Follow any prescribed care instructions provided
- All medical care or expenses thereof must be approved in advance
- Keep current and concise records on animals in your care
- Take the time to interact positively and affectionately with your fostered animals

If you are completing community service hours, your hours must be signed off by the Volunteer Coordinator, Community Service Volunteer Chair, or Event Chair as appropriate. Other related documents must be directed to the Community Service Volunteer Chair.

Please sign below indicating you have read and understand the expectations and guidelines

(signature) (print name) (dated this day)

(parent or guardian signature) (print name) (dated this day)

MAIL COMPLETED FORM TO: Bay Area Rescued Kanines of Contra Costa County, P.O. Box 1955, Brentwood California 94513