



**Court Ordered Community Service**

Volunteer Application

Please fill out the application below and submit to our Division Manager in person at the shelter. After submitting your application you will be contacted about whether we are able to accommodate you as a community service volunteer or not. **We need a copy of your court order stating that you must serve community service and a copy of your photo ID for our files.** All court-ordered community service applicants must be 18 years of age or older.

**You are responsible for completing any paperwork due to your probation officer. You are also required to sign in and out each day that you work using GCAC's volunteer hours log by the front desk.**

Name	Are you 18 years of age or older?
Address	
Phone Number	E-Mail Address
Probation Officers Name	Probation Officers Phone Number
Probation Officers E-Mail address	Probation Officers Fax Number
Number of hours required	Date Hours must be completed by
Is your charge related to theft or violence?	
Please list any medical conditions or allergies	
Emergency Contact Name and Phone Number	

*Please initial on each line, indicating that you have read and agree to follow these rules:*

\_\_\_\_ If you are accepted to perform your court-ordered community service hours at the Glynn County Animal Control shelter, you must understand, accept, and follow the rules and regulations that are stated below. Failure to comply with these terms will result in immediate termination of your community service eligibility at Glynn County Animal Control, voiding of hours performed, and communication of status to your probation officer.

\_\_\_\_ Court-ordered community service volunteers must sign in and out each day that they are working at the shelter. Please provide your hours worked log to the employee at the front counter upon arrival. They will indicate the time on the form for you.

\_\_\_\_ If you are taking a break longer than 5 minutes - to eat or make a phone call, etc. - you must sign out in the hours log. **Smoking is prohibited inside our gated area.**



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\_\_\_\_ Court-ordered community service volunteers must work diligently during their period of service. You will take direction from staff and thoroughly complete all tasks assigned to you and will notify a GCAC staff member when you have finished a task so that another may be assigned.

\_\_\_\_ Court-ordered community service volunteers must wear closed-toed shoes and appropriate and safe clothing while working at the shelter (no short-shorts, tank tops, foul language/images, etc.). The majority of the tasks you will be completing at the shelter will be cleaning: washing dishes, doing laundry, sweeping, mopping, trash removal, etc. Please understand that your clothes may get dirty. You will also be required to **wear a volunteer name tag** at all times while at the shelter.

\_\_\_\_ Court-ordered community service volunteers are required to complete one of the scheduled group New Volunteer Trainings if they want to handle the shelter pets.

\_\_\_\_ Court-ordered community service volunteers will keep confidential any and all information about animals at the shelter and are ineligible to adopt during their period of service.

\_\_\_\_ Court-ordered community service volunteers will interact with all staff, volunteers, and other community service workers in a respectful and pleasant manner at all times.

\_\_\_\_ Court-ordered community service volunteers will not have any interaction with the public at any time.

\_\_\_\_ Court-ordered community service volunteers will treat all shelter animals with kindness and compassion at all times.

*I, the undersigned, agree to all the above rules as a condition of my court-ordered community service volunteer work at the Glynn County Animal Control shelter. I also understand that there are risks involved in volunteering at an animal control shelter and agree to hold harmless Glynn County, its staff and volunteers for any injury to myself or my property. I understand that I can terminate my service at any time and that the Division Manager may terminate my service at any time for any reason.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**For Office Use only**

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

Accepted: \_\_\_\_\_

Not Accepted: \_\_\_\_\_

Notes: