



Court Mandated Useful Public Service Program

Thank you for your interest in completing your required service at Noah's Ark Animal Welfare Association. Noah's Ark Animal Welfare Association is a non-profit 501(c)3 organization. Our mission is to work collaboratively increasing the life-saving capacity of dogs & cats within our region, while maintaining a safe and comfortable home for every dog and cat in Las Animas County. Our organization is funded by donations, grants, and self-sustaining ways.

Please note that you must be at least 16 years of age to work in our program, without parent/guardian supervision. If you are younger than 16, you must be accompanied by a parent or legal guardian at all times while performing service work at our shelter. You must have parental/guardian consent if you are under age 18. Our on-campus program cannot accept theft/burglary charges, controlled substance related charges, domestic violence related charges, child abuse/neglect related charges, animal abuse/neglect related charges, or any felony charges (previous or current). If you need off-campus hours please ask us about making pet toys from home, or ask your probation officer if you are able to purchase/donate supplies for the shelter.

Initially, the work you will be performing is mostly janitorial, grounds keeping, organizing, sorting, laundry, cleaning kennels, washing dishes, or related to recycling. Sometimes we have light duty clerical work available. Any and all work you perform is considered service to the pets at our shelter. You will not be handling pets without approved permission. Due to the level of training needed, you will not be working directly with the pets in our care unless you have over 50 hours to complete. If you are required to complete less than 50 hours and would like to work with the pets, we encourage you to sign up as a regular volunteer after you have completed this program.

To get started with us, you will need to study the attached useful public service quick checklist on the reverse side, complete all fields of the attached application and provide a copy of a current photo ID. If you are approved for our program, you will need to provide a copy of your timesheet, meet with the volunteer coordinator for safety orientation and to set up your work schedule. Once orientation is complete and you are set up with a schedule, please stick with your scheduled work hours. Please give advance notice if you cannot make a scheduled day, otherwise you may be disqualified from continuing service with our organization.

Please understand it is your responsibility to contact the volunteer coordinator in person, or by phone at 719-680-2385 to set up your orientation. Submitting your application and community service timesheet does not warrant obligation on behalf of NAAWA to contact you.

To summarize, your steps to complete are:

1. Read and study the Useful Public Service Quick Checklist (on reverse).
2. Complete and return the Useful Public Service Application along with a copy of current photoID.
3. If approved for our program, provide a copy of your official community service timesheet to the volunteer coordinator, attend safety orientation, and set up your work schedule.



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Useful Public Service Quick Checklist

- SAFETY ALWAYS IS FIRST!
- Attire to wear: long pants or knee length shorts, closed toed shoes, anything you don't mind getting wet/dirty/smelly/bleached. No severely torn shirts, no revealing clothing, no flip flops – we are a business. Also dress according to weather. Please dress appropriately for this program, otherwise you may be asked to go home.
- Drug or alcohol use while working is a safety hazard. Refrain from drug or alcohol use while working with us. Otherwise you may be asked to go home or dismissed from the program.
- Small storage cubbies are available for your personal belongings. They DO NOT lock. Use at your own risk. Do NOT leave your items here overnight. Our indoor/outdoor campus is under video surveillance 24/7.
- Generally, you will NOT be handling the pets without prior approved permission. DO NOT handle the pets unless instructed by kennel staff to do so, only handle pets which are labeled green. NEVER HANDLE PETS WHICH ARE LABELED VICIOUS or SICK. NEVER ATTEMPT TO BREAK UP A DOG FIGHT OR CATCH A FERAL CAT.

What to do for dog fights:

1. Never attempt to break up a dog fight on your own.
2. Notify staff immediately
3. If staff cannot be found, deploy the air Horn away from dog and human ears at a safe distance away from the fight

What to do when a feral cat escapes:

1. Never attempt to catch a feral cat with your hands.
2. Notify staff immediately
4. Leave the cat alone and at a safe distance, staff will set a live humane trap to catch the cat.

- Please help us prevent spreading illness. You MUST avoid direct contact with any pets unless otherwise instructed by staff. Please wash/sanitize your hands often, especially in between contact with different pets. PLEASE DO NOT HANDLE PETS LABELED SICK, IN ISOLATION, OR ON MEDICATION.
- It is your responsibility to log in your hours and submit them to the volunteer coordinator, or other NAAWA staff, for review and approval. Once you have completed your hours, we will sign your timesheet, make a copy to retain with our records, and give it to you so YOU can return it to the courts – it is your responsibility to turn in your completed time sheet to the requesting agency.
- It is your responsibility to stay active & busy. Loitering will not be tolerated. Feel free to ask for more projects.
- Please limit your personal cell phone call/text use. Listening to music on a personal player while working is a safety hazard and also violates our organization's policy concerning personal music playing.
- You can be DISMISSED for:
 - Not working. If you are unsure of what to do, ask kennel staff. There is ALWAYS something that needs to be done.
 - Violating any of the guidelines listed above.
 - Being late without notice or not working the hours that you're scheduled to work. We count on you to be here when you say that you will. If you can't be here on a day that you're scheduled, let us know as soon as possible. If you have a schedule conflict, you need to let us know in advance. We will gladly change your schedule. Failure to provide notice of a missed day or shift can lead to being dismissed from the program entirely.



Useful Public Service Application

Completely fill out this application form, sign it on the reverse, return to the Volunteer Coordinator, and schedule your orientation.

PLEASE PRINT CLEARLY

Name: _____ Age: _____ Today's Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Other: _____

Emergency Contact – Please list a person that we can contact in the event of an emergency:

Name: _____ Relationship: _____

Cell Phone: _____ Home Phone: _____ Other: _____

Medical Information:

Do you have any medical or physical conditions that would affect your ability to perform your volunteer duties, or which the volunteer office should be aware of? YES NO

If YES, explain: _____

Do you have any allergies? YES NO

If YES, explain: _____

Court Information:

How many hours are you required to fulfill? _____ When are your hours due? _____

Case # _____ Court Rep. Name & Contact Number: _____

Is your charge a felony? YES NO If YES, explain the nature of your charge: _____

Is your charge a misdemeanor? YES NO If YES, explain the nature of your charge: _____

Is your charge traffic related? YES NO If YES, explain the nature of your charge: _____

Parent/Guardian Information: (Must be completed if you are under 18 years of age)

Parent/Guardian Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Other: _____

CONTINUED ON REVERSE



Useful Public Service Application

Schedule Information:

The following days and times are available to help you complete your useful public service:

- Monday - Friday 9:00am - 4:00pm
Saturday 9:00am - 3:00pm
Sunday 9:00am - 1:00pm

What days and times are you available to work? (Circle all that apply and write times available under those days)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Read and Sign:

Volunteer/Community Service Agreement: By signing below I accept a position as a volunteer/community service worker for Noah's Ark Animal Welfare, upon the following terms, conditions, and understandings: TERMS AND CONDITIONS: My services to Noah's Ark are provided strictly in a voluntary capacity as a volunteer/community service worker, and without any express or implied promise of salary, compensation or other payment of any kind whatsoever.

RELEASE: I understand that the handling of pets and any other community service activities on behalf of Noah's Ark may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless Noah's Ark and its directors, officers, employees and agents from any and all claims, causes of action and demands of any nature, whether known or unknown, arising out of or in connection with my community service activities on behalf of Noah's Ark.

COMMITMENT: I understand that by becoming a court mandated community service volunteer, I am agreeing to commit to hours of service to Noah's Ark. I also agree to meet time/duty commitments, adhere to the dress code, and follow the rules set forth for my safety. If for some reason, I am unable to meet these commitments, I will provide adequate notice to the Volunteer Coordinator and/or my supervisor so that alternate arrangements can be made. I will attend orientation and become familiar with the policies set forth for my safety.

Signature: _____ Date: _____

Parent/Guardian _____ Date _____