Applicant Name: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rules and Requirements**

Wildlife Images Rehabilitation and Education Center is a private non-profit corporation established in 1981 to provide care and treatment for sick, injured, and orphaned wildlife indigenous to the Pacific Northwest while giving the public an opportunity to experience wildlife first-hand. Dedicated volunteers donate thousands of hours each year towards our dual mission of wildlife rehabilitation and education.

The rules and requirements listed below aim to enhance the activities associated with our dual mission and to ensure the safety of the people and the animals involved. Wildlife Images Rehabilitation and Education Center reserves the right to discontinue volunteer status for deviations from the volunteer rules and requirements and fully acknowledges the volunteer’s right to resign.

**An applicant that has been employed by and involuntarily terminated by Wildlife Images will not be allowed to participate in our volunteer program.**

1. Volunteer applicants must be 16 years of age or older.
2. Applicants must submit to the Volunteer Coordinator an application and guidelines form, signed and dated by the applicant, and their legal guardian if under the age of 18, and a valid copy of their identification card(s).
3. Applicants are advised to schedule a tour of the facility through the front office before their initial interview or first training date.
4. Volunteers must have a valid Oregon Driver License (ODL) to drive a golf cart. A copy of your ODL must be on file with the Volunteer Coordinator.
5. Volunteers must be physically and mentally able to perform assigned activities. Physical and mental limitations including all medical restrictions, allergies, and medications must be listed on your application and discussed with the Volunteer Coordinator during the initial interview.
6. Volunteers must adhere to a confirmed schedule. Please notify your supervisor as far in advance as possible of any changes and/or absences. If you would like to volunteer more hours, please do not just “drop in”, but get permission from your supervisor 24 hours in advance. Under no circumstance is any volunteer to exceed 40 hours of service per week.
7. Volunteers must wear appropriate clothing, clean with no large holes or offensive images, in order to promote a respectable image to the public and for safety reasons. Volunteers must have good hygiene. Short-shorts, bare midriff tops, spaghetti straps, open-toed shoes and odorants are not permitted. Long hair must be tied back for neatness and safety. Jewelry can sometimes get caught in cages or by the animals, therefore should not be worn. Any questions regarding the dress code should be discussed with your supervisor.
8. Volunteers cannot be on the compound without a paid staff member present. Please sign in upon arrival, and sign out before leaving the compound.
9. Volunteers are not allowed to conduct tours for guests without the Visitor Services Supervisor’s prior permission. You must get permission in advance, have your guest(s) sign in the guest log, and get the proper passes to make sure there are not any conflicts. You and your guest(s) must follow the regular tour path. **Do not take guests into food prep areas, the BOP barn, rehab areas or the clinic.** This privilege is reserved for active volunteers in good standing. **No more than 10 guests are allowed per volunteer per year.**

**Rules and Requirements continued**

If a situation involving a volunteer causes serious concern, the immediate supervisor may intervene to address the situation. Deviation from the rules and requirements will be evaluated and addressed on an individual basis. The deviation may result in a documented verbal warning. If the situation does not improve, a written corrective action may result. Termination is the final step in the discipline process. However, if any behavior is deemed totally unacceptable, termination is immediate. If there are any issues that need to be addressed or questions regarding any of these guidelines, please contact the Volunteer Coordinator.

Examples of unacceptable volunteer behavior include, but are not limited to, the following, and because of their seriousness, will be grounds for immediate dismissal without warning**:**

1. Engaging in any criminal conduct.

2) Negligence or any careless action that endangers the life, safety, or dignity of another person or animal.

 Disregarding the safe and proper use of Wildlife Images Rehabilitation and Education Center’s property, including all equipment. There can be no unauthorized use of any such property.

3) Failure to observe security or safety rules and practices; failure to wear required safety equipment.

1. Dishonesty or theft; willful falsification and/or misrepresentation on any Organization document.
2. Rehab animals (i.e. all animals other than those on tour) are strictly OFF LIMITS to the general public, volunteers, and their guests, unless otherwise specified by your supervisor. State and federal law requires us to keep wild animals away from public view. Allowing anyone other than those that care for them to ‘visit’ them is in violation of this law; antagonizing any animal or entering any unauthorized area is not allowed.
3. Wildlife Images Rehabilitation and Education Center has a strict **no-petting policy**! All the animals on the compound are wild no matter how friendly they appear. Volunteers are not allowed to pet or touch any of the animals without specific permission and training from your supervisor.
4. Improper feeding of the animals can be detrimental to their health. If you would like to bring in food for the animals or feed the animals in any way, you must get your supervisor’s approval first. The animals cannot be underfed, overfed, or fed treats. Volunteers must follow all feeding regulations and protocols as set forth by the Animal Care Supervisor to ensure the animals maintain proper nutrition and weight. If you take it upon yourself to change any diets you will not be able to volunteer in an animal care position.
5. Threatening, intimidating, and/or coercing any person on or off the premises at any time, for any purpose.
6. Malicious gossip and/or spreading rumors; engaging in behavior which creates discord and lack of harmony.
7. Use of profane and/or abusive language; engaging in arguments, inappropriate behavior, and/or destructive criticisms of Wildlife Images Rehabilitation and Education Center, its board, its staff, its volunteers, or the public itself that may result in negative internal or external perception.
8. Consumption of alcohol and/or drugs that impairs ability to perform or that reflects negatively upon Wildlife Images Rehabilitation and Education Center is not allowed.
9. Eating or taking any food donated to us for our animals no matter how fresh it looks is forbidden. It has most likely been determined to be unacceptable for human consumption. Do not take home donated dog/cat food or biscuits.
10. Any deliberate action that is extreme in nature and/or is detrimental to the Organization.
11. Other acts determined to be incompatible with the best interests of Wildlife Images Rehabilitation and Education Center.

As a volunteer of Wildlife Images Rehabilitation and Education Center, I will meet and follow all these rules and requirements. I understand that if I do not follow these rules and requirements, I may be dismissed from the Organization.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_