



Court-Ordered Community Service Volunteer Information

Thank you for your interest in volunteering at the Animal Refuge League of Greater Portland. We are excited to connect with community members who are as dedicated and enthusiastic about animals as we are!

Our mission is to provide temporary care and shelter for stray, abandoned, confiscated and relinquished animals, and to place as many as possible into responsible and caring homes; to work to create awareness and support for the humane treatment of all animals; to end animal overpopulation through education and the promotion of spaying and neutering; to make end-of-life decisions based on safety and animal welfare considerations.

The **Community Service Program** is designed for adults with court-ordered community service requirements. Duties in this program are general shelter upkeep and assistance (laundry, dishes, floor and wall cleaning, etc.)- all extremely important, high demand jobs at the shelter. Community Service volunteers do not work directly with shelter animals.

This application submission does not guarantee placement. Our volunteer needs change weekly, and we are only able to place a small number of community service applicants.

COMMUNITY SERVICE REQUIREMENTS & RESTRICTIONS

- Applicants must be at least 18 years old.
- The criminal offense(s) must not pertain to theft, drugs, violence, animal abuse, sexual offense, manslaughter, and/or murder.
- A copy of court documentation for hours must be provided.
- Applicants must have current health insurance.
- We rely on our volunteers to ensure that shelter needs are met. Community service applicants must be able to schedule volunteer shifts with coordinator in advance, and attend each shift as scheduled.

CONTACT INFORMATION

Completed applications can be mailed, emailed, or dropped off at the shelter:

Shannon Cote, Volunteer Coordinator
Animal Refuge League of Greater Portland
PO Box 336
217 Landing Road
Westbrook, ME 04098

If you have any questions about the application process, please contact Shannon Cote, Volunteer Coordinator, at scote@arlgp.org or (207) 517-3934

***Office use only**

Documentation Rec'd	
Active	
Inactive	



Court-Ordered Community Service Application

Today's Date:

Name:	Date of Birth:	Age:
Street Address:		
Town/City:	State:	Zip:
Primary Phone #: (please circle): cell home work	Alternate Phone #: (please circle): cell home work	
Email: (Required, as this is our primary form of communication with you)		
Occupation:	Employer or School:	

EMERGENCY INFORMATION	
Name:	Relationship to you
Primary Phone #:	Alternate Phone #:
Do you have allergies, disabilities, or other limitations that require accommodation or be taken into consideration?	

TIMES AVAILABLE TO WORK (Please note that community service hours are not available on the weekend)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

COMMUNITY SERVICE INFORMATION

Offense(s)/reason for required hours:	
Hours needed:	Due date for hours:
Probation officer / Lawyer (if applicable):	Phone number:

GENERAL INFORMATION

Do you have current health insurance? YES ___ NO ___ Who is your insurance provider?
How did you hear about our volunteer program?
Do you have previous volunteer experience? If yes, please describe:
Have you ever been convicted of a felony? YES ___ NO ___

By signing this application you acknowledge that all information on this form is true to the best of your knowledge. That if selected, you are volunteering your services and will not receive any compensation, monetary or otherwise, for said services.

I _____, acknowledge that volunteer work at the Animal Refuge League of Greater Portland (ARLGP) can pose a potentially risk of serious injury. With this knowledge, I agree to waive any and all rights I or my family may have to make a claim against the ARLGP, its employees, board members, or officers, arising from any damages, injury or death I sustain while participating in any of the volunteer activities of the ARLGP. I waive these rights knowingly and voluntarily.

Signature: _____ **Date:** _____



Animal Refuge League of Greater Portland Community Service Volunteer Agreement

I, _____, the undersigned do declare that I am aware:

- That animals are different from human beings in their response to human actions and can be unpredictable.
- Though rare, animals can carry diseases that can infect humans.
- That I volunteer at my own risk.

I therefore release and waive my right to claims against the Animal Refuge League of Greater Portland's agents, employees, directors, officers, and all liability insurance carriers now and in the future for any known/unknown damages or disease to myself or my property, arising from activities relating to my volunteer duties and exposure to shelter animals.

I understand that during my time spent as a court-mandated Community Service Volunteer, I will adhere to the following rules and policies:

- I will sign both IN and OUT for hours worked.
- I will be honest and accurate in recording my hours. Exaggeration and forgery of hours will result in immediate termination with no letter provided.
- I will park in the volunteer and staff parking lots, not the front visitor lot.
- I will use the entrance door marked 'volunteer entrance' to enter/exit the building.
- I will not smoke on shelter property.
- I will use appropriate language while on shelter property.
- I will be respectful and courteous of fellow volunteers, staff, and visitors.
- I will dress appropriately for my volunteer work (no open-toed shoes or revealing clothing).
- I will coordinate my volunteering schedule with the Volunteer Coordinator, and give notification if I cannot make a scheduled shift.
 - **If I miss a scheduled shift without notice, I understand I may be asked to end my volunteering.**

I understand if I violate shelter policies, my volunteering can be terminated without a formal report on hours already served.

Volunteer Signature: _____ **Date:** _____