

# **Volunteer Cell Phone Usage & Social Media Policy Agreement**

## **Cell Phone Usage Policy**

The use of cell phones at the shelter while volunteering is discouraged as it can interfere with the tasks you are completing. However, it is still permitted to have your cell phone with you while volunteering.

We ask that you please refrain from using your cell phone while socializing or walking animals as we want your full attention to be on the animal you are currently handling. This helps prevent injury to you and the animals while volunteering and truly is for the safety of everyone involved. We don't mind if you take photos of the animals, just ask a staff member first.

If there is an emergency and you cannot physically reach the front desk or find a staff member, you may use your cell phone to call the front desk (814-677-4040) or one of the staff members if their phone number has been provided to you.

## **Social Media Policy**

The Venango County Humane Society has a Facebook page. The administrators of that account are responsible for the distribution of information about the shelter pets, events, and other content. The shelter pets have protected status and can only be photographed by those given permission to do so.

Volunteers may not take photos of the shelter pets to post or distribute on any social media platform or messaging platform without first asking a staff member for permission.

Volunteers may not post any information about stray or surrendered pets.

Volunteers may not discuss any issues or concerns about VCHS in a derogatory way via social media. Concerns should be discussed with Katie, Sam, or our shelter manager, who will then address them in a professional manner.

Thank you in advance for protecting the privacy of our shelter pets and staff. By signing this form, you agree to abide by the policies of VCHS and to not photograph or distribute photos of the shelter's pets in any form without first asking permission.

## **Orientation Manual Acknowledgment**

By signing below, I acknowledge that I have read the Volunteer Orientation Manual and agree to follow and support its contents. I acknowledge receipt of a copy of this manual.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Name (Please Print): \_\_\_\_\_

Signature of Parent/Guardian (if volunteer is under age 16): \_\_\_\_\_