



Teen Volunteer Contract & Application Form

Thank you for your interest in volunteering at the **St. Johns County Pet Center**! We're excited that you want to make a difference in the lives of our animals.

Please note the following eligibility requirements:

- You must have completed **8th grade**.
- You must be between the ages of **14 and 17**.
- **Court-ordered community service** is not accepted.

Volunteer Requirements

- Read and sign this application.
- Attend a mandatory **Volunteer Orientation**.
- **Volunteer letters** are available upon request and can be picked up at the front desk. Please request them at least one week in advance.
- The Pet Center reserves the right to dismiss volunteers who are disruptive or not a good fit for the program.

Volunteer Tasks May Include:

- Socializing with kittens and/or cats.
- Playing with, bathing, and walking puppies and/or dogs.
- Assembling litter boxes or carrier boxes.
- Additional tasks may be assigned as you gain experience.

Volunteer Responsibilities

- Sign in and out on the **Volunteer Time Sheet** located in the Volunteer Notebook at the front desk.
- Be respectful and courteous to staff, patrons, and fellow volunteers.
- Limit cell phone use during your shift.

Dress Code

- **Closed-toe shoes are required.** Volunteers wearing sandals, flip-flops, or other open-toe shoes will be sent home.
- Dress according to **school dress code standards**. Inappropriate clothing includes:
 - Cut-off or frayed clothing
 - Revealing outfits
 - Short skirts or shorts
 - Bare midriffs
 - T-shirts with violent, drug-related, or alcohol-related graphics

Volunteer Information

Teen Name: _____ Date: _____

Grade: _____ Date of Birth: _____

Parent/Guardian Name: _____ Date: _____

Teen Volunteer Acknowledgment

Please read the application carefully. Initial each line and sign below:

_____ I have read and understand the information in this application.

_____ I agree to behave appropriately and follow the dress code.

_____ I will accurately track my hours on the time sheet.

Teen Signature: _____ Date: _____

Parent/Guardian Acknowledgment

Please read the application with your teen. Initial each line and sign below:

_____ I have reviewed the application with my teen.

_____ I understand that I must accompany my teen if required.

_____ I understand that my teen may not be dropped off and that transportation must remain on-site during volunteer hours.

Parent/Guardian Signature: _____ Date: _____

Teen Volunteer Guidelines at St. Johns County Pet Center

Who Can Volunteer:

- **Teens ages 14–17** are eligible to volunteer.
- **Court-ordered community service volunteers are not accepted.**
- **The Pet Center staff reserves the right** to dismiss any volunteer whose skills do not align with the center's needs or whose behavior is disruptive.
- **Teens aged 14–17 must be accompanied by a parent or guardian** who must also register as a volunteer. A background check is required for all volunteers aged 18 and older.

When to Volunteer:

- **Volunteer orientations are held once a month.**
Advance registration is required, and dates are subject to change.

How to Volunteer:

- "You can find applications on the Pet Center website under the '**Ways You Can Help**' section."
- **Both the teens and a parent or guardian must sign the application, as well as the Teen Volunteer Contract.**
- Teens who arrive late to orientation will be rescheduled for the next available session.
- If you miss your scheduled orientation entirely, you will need to wait until the following month to attend.

Volunteer Guidelines

- **Footwear:** Only closed-toe shoes are permitted while volunteering. Flip-flops, sandals, or other open-toe footwear are not allowed for safety reasons.
- **Scheduling:** Volunteers may only participate during their assigned shifts. Walk-in volunteering is not permitted.
- **Sign-In/Out:** Be sure to sign in and out each time you volunteer to ensure your hours are properly recorded.
- **Volunteer Letters:** If you need a volunteer letter, please submit your request at least one week in advance.