



Community Service Participant

**Please keep in mind you have chosen to work at an animal shelter. Exposure to bleach and animal feces is a common occurrence. Anyone wishing to complete hours here must understand that the welfare of the animals in our care is first priority.

- Sign in upon arrival and sign out upon departure from shelter. FAILURE to not get supervisors initials will result in hours not counted.
- Sign in on **YOUR OWN** time sheet-hours will not be counted if your signature or initials are on another participant's time sheet. There is no reason for this to happen as everything is explained in the initial interview.
- All paper work remains property of GCHS until hours are completed.
- Only the Community Service Supervisors can sign off hours.
- Wear proper attire or termination will result. (Long hair must be pulled back-no baggy pants below the waist, no torn clothing) wear clothes you don't mind getting dirty.
- Notify the supervisor(s) if you are no longer going to complete hours at GCHS FOR ANY REASON –or if you are close to completing hours needed.
- Foul language will result in automatic termination.
- Falsifying any documents regarding Community Service will result in automatic termination.
- **CELL PHONES, IPODS, MP3 PLAYERS... ETC. WILL NOT BE ALLOWED AND WILL BE LOCKED UP UNTIL YOU SIGN OUT.**
- Refusal to perform assigned task will result in termination.
- **BADGE POLICY: Must wear badge at all times**
- **Caught without badge 1st Time is a WARNING, 2nd time you will be dismissed for the day, 3rd time you will be dismissed permanently.**
- **If you are under the influence of alcohol or drugs or even suspected AUTOMATIC TERMINATION WILL RESULT.**
- **Community Service personnel are NOT allowed to assist customers.**
- **Fraternalizing or inappropriate behavior with the staff members is STRICTLY prohibited.**

You are responsible for your paperwork getting back to the property agency. If you finish your hours and do not acquire a copy, or abandon the program, papers will be filed and only kept for (3) weeks.

You are responsible for counting your hours and giving advance notice of completion.

Signature: _____

Date _____

Printed Name: _____