



Volunteer Guideline Agreement

Professionalism: You are expected to be a representative of The Vet Clinic of Palm Harbor. This means you are expected to treat the clinic as if we are your employer even if you are volunteering. As such, volunteers will:

- 🐾 **Be on Time.** Arrive 5-10 minutes prior to your scheduled time to be at work. This allows for time to put personal belongings away and prepare to get to work.
- 🐾 **Be Dependable.** Show up for your regularly scheduled shifts. If unable to work, notify the supervisor with as much notice as possible rather than just not show up.
- 🐾 **Demonstrate a Good Work Ethic.** Look for things to do when we are slow, offer to help when possible, ask questions as appropriate, do not decide to just leave because it is slow, and strive to understand what veterinary medicine is all about.
- 🐾 **Dress Appropriately.** Scrub Tops **ARE** to be worn. If you do not have one, we will provide one for your shift along with a volunteer badge. Your uniform and general presentation should be neat and clean. Your uniform should fit properly without dragging the floor or exposing yourself in the course of bending or lifting. Perfume should be worn minimally if at all. Be mindful of jewelry ~ dangling necklaces, earrings, bracelets or other body décor can be easily snagged by struggling animals and result in injury.
- 🐾 **NO CELL PHONES!** Phones should be turned off. Talking on the phone or texting friends/family is not appropriate in the workplace. Your job at work is to concentrate on assisting co-workers.
- 🐾 **Maintain Patient/Client Confidentiality.** Remember that you are in a place of business and that the walls are thin. Be mindful of what you say or do to ensure that you present yourself as a professional to the eyes and ears of the clients at all times.
- 🐾 You must be able to come up with at least 3 (three) questions to ask during every shift.

Volunteer Signature

Parent/Guardian Signature