



ANIMAL SERVICES

2222 W. Warrior Trail, Grand Prairie, Texas 75052

Phone: 972-237-8575 • Fax: 972-237-8579 • gptx.org/paws

PRAIRIE PAWS ADOPTION CENTER COMMUNITY SERVICE APPLICATION

Name: _____ Driver's License/State ID No.: _____

Address: _____ City: _____

Date of Birth: _____ Age: _____ Phone: _____

Agency that referred you to our center? _____

Number of hours to complete? _____

Community Service Interest and Acknowledgement Form

PLEASE READ BEFORE SIGNING

As a CSR for The City of Grand Prairie, I agree to:

1. Place safety and well-being first.
2. Represent the City of Grand Prairie in a professional manner that presents a positive image to the community.
3. Grant the City of Grand Prairie permission to use my likeness, voice, photograph and words in any form for promotional activities without payment or consideration.
4. Grant permission to use, edit, alter or copy my photographs in any and all publications including Web sites without payment or any other compensation.
5. Grant the City of Grand Prairie all rights to release any photos taken of me or by me in connection with CSR activities to the media.
6. I will follow the guidelines communicated to me by the department as they pertain to my CSR activities and I agree to abide by all Prairie Paws Adoption Center policies and procedures.

As a CSR I affirm that:

1. I agree not to consume, use, possess, or be under the influence of any drug/alcohol products while completing community service.
2. I understand that any conduct that disrupts, diminishes or otherwise jeopardizes public will result in dismissal.
3. I understand that my CSR assignment with the City of Grand Prairie may be terminated at any time.
4. I understand that appointment to a CSR assignment will be contingent upon the completion and review of a criminal background check if I work: a) more than 5 days in a CSR capacity (or if required by the department for less than 5 days), OR b) if I will be working at/near/with children or the elderly in my volunteer activities.
5. I understand that I am a CSR for the City and not considered an employee in any manner nor am I eligible for benefits or rights of an employee of the City.
6. I agree to conduct myself in a courteous and professional manner as a CSR and representative of the Prairie Paws Adoption Center.
7. I agree to adhere to dress code requirements at all times.
8. I agree to keep confidential all information acquired in the course of my CSR service.
9. I agree to report any scratch or bite incurred during my CSR service, regardless of severity or cause.
10. I authorize the City of Grand Prairie to seek emergency medical care in case of accident, injury, or illness, as well as call the emergency contact I have provided.
11. I agree to supervision by the Operations Supervisor or designee and will report to the Supervisor or designee any ideas, constructive comments, or issues that arise.
12. I acknowledge that if I fail to abide by the terms of this agreement, I can be terminated from the program at the sole discretion of the Prairie Paws Adoption Center.

Community Service Acknowledgement of Confidentially

Grand Prairie Animal Services (Prairie Paws Adoption Center) recognizes that in the course of their departmental operations, CSRs might have access to confidential, sensitive and privileged information to maintain the integrity of Grand Prairie Animal Services (Prairie Paws Adoption Center). However, with each individual completing community service in the shelter there is an expectation of trust relative to this information should CSRs inadvertently come into contact with it. CSRs must recognize the responsibilities in preserving the confidentiality of this information with appropriate conduct at all times.

It is the responsibility of every Grand Prairie Animal Services (Prairie Paws Adoption Center) CSR to know and abide by the following:

- You must not remove or cause to be removed copies of any official record or report from any file from the office where it is kept.
- You must not discuss any information you inadvertently obtain while completing community service at the shelter with anyone other than shelter staff and/or management at any time.
- You must not seek to benefit personally or permit others to benefit personally by any confidential information which has come to you as a result of your volunteer assignment.
- When transporting information that is confidential, sensitive or privileged you must employ appropriate security measures to ensure the material remains protected.
- If, as a CSR, you come into contact with or are provided information that is deemed to be of a sensitive and or confidential nature, by staff or members of the public, you are obligated to report this to management immediately.
- You understand you are not an employee of the Grand Prairie Animal Services (Prairie Paws Adoption Center) or an extension of the staff of the animal shelter and are not authorized to have knowledge of confidential information.

I have read this confidentiality agreement and I understand its meaning as a volunteer of the Grand Prairie Animal Services (Prairie Paws Adoption Center). I agree to abide by the confidentiality agreement. I further understand that should I improperly release or disclose confidential, sensitive or privileged information or come into contact with such information and fail to report it to management, I will be found in violation of this agreement and management will immediately and permanently terminate my Community Service.

Signature of Community Service Applicant

Date

Staff Signature

Date

Signature of Parent (If CSR is under 18 years of age)

Date

WAIVER OF LIABILITY

In consideration of the City of Grand Prairie allowing me (my child/children) to participate as a CSR, and that possible injuries could occur as a result of that participation, I on behalf of myself (my minor child/children) release the City of Grand Prairie officials, employees, agent, instructors from any and all injuries and damages whatsoever arising from participation in the event. I, my heirs and representative, agree to indemnify, save and hold harmless the City of Grand Prairie, its officials, employees, and agents from any and all claims made by me (my child/children) or my insurer for injuries or damages related to this event.

I affirm that I have read the above and that the information I have given is true and complete.

Signature of Community Service Applicant



Date

Signature of Parent (If CSR is under 18 years of age)

Date

I have read and understood all materials presented here and have provided information that is true and correct. I hereby give the City of Grand Prairie permission to obtain information regarding me, as necessary. I understand this document is not an acceptance of community service assignment and that it will be used to determine suitability with the Prairie Paws Adoption Center.

