



A Humane Society

1000 South Lafox Road
South Elgin, Illinois 60177

Community Service Application

Please check one:

- Court ordered Peer Jury
 Other _____

A ONE TIME NON-REFUNDABLE PROCESSING FEE OF \$25.00 IS REQUIRED TO START COMPLETING HOURS. YOU MUST BE AT LEAST 13 YEARS OLD AND ABLE TO LIFT 50LBS.

**This form must be filled out in its entirety in order to be processed.
PLEASE PRINT CLEARLY**

Today's Date: _____

Name: _____

Age: _____ Date of Birth: _____

Address: _____

Home Phone: _____

Cell/Work: _____

Email: _____

Please state the nature of the offense in detail (the AAS has the right to refuse any person):

How many hours were you assigned? _____

Completed by Date: _____

Emergency Contact Information:

Name: _____ Relationship: _____

Phone: _____ Cell: _____

All information given above is true and accurate to the best of my knowledge.

Signature _____ Date: _____

Juvenile Community Service

(Age 13-17) Parent/Guardian must complete this box

Parent/Guardian Name: _____

Phone: _____

Alternate#: _____

Relationship to Student: _____

WAIVER CLAUSE

My child, _____, has my permission to participate in Community Service activities at Anderson Animal Shelter. I understand Community Service is *not* a paid position. I am aware of the risks inherently associated with working with animals and affirm to release and hold harmless Anderson Animal Shelter, its staff, directors, officers, or board for any injury, illness, loss or consequences that may occur while performing community service activities. I authorize Anderson Animal Shelter to act for my child in any emergency requiring medical attention. All information given above is true and accurate to the best of my knowledge.

Parent/Guardian signature _____ Date: _____

POLICIES FOR COMMUNITY SERVICE

Read each line then sign and date. Any violation of the following will result in termination from the Community Service Program.

~**Failure to report for scheduled hours for 3 days will result in termination.** If you are unable to come in for your shift you must call ahead of time (with a valid reason) to cancel.

~**NO ANIMALS WILL BE HANDLED IN ANYWAY.** No animals will be taken out of their cages, unless prior management approval has been established.

~**If staff is working with an animal you must avoid the area and keep a safe distance.**

~ Participants are responsible for signing in when they arrive and signing out before they leave the Shelter. A shelter staff member, must initial those hours before participant leaves for the day. If hours are not initialed, they will not count.

~ Once you're given task is completed, please refer to the 'Community Service Task Sheet' or see a kennel staff for additional instructions. **Avoidance of work in any way will not be tolerated.**

~Please make arrangements for rides in advance, as use of Anderson's phones are not permitted and there are no public phones on the premises.

~Questions by the public or volunteers will be referred to an employee.

~ Limited breaks are permitted. Smoking is allowed behind the building only (18yrs +). All breaks will be approved by a manager.

~Participants should feel free to ask a shelter staff member or supervisor if they have any questions or are unclear about any instructions. The safety of both humans and animals is a priority.

~**YOU MUST WEAR APPROPRIAT CLOTHING.** No profanity on clothes, no provocative clothing, no sandals. Do not wear anything you do not want to get dirty.

Signature: _____ Date: _____

