



National Institute of  
Canine Service and Training™

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Our Dogs Save Lives

**Please read and sign the following Volunteer Agreement.**

I have agreed to support the non-profit and tax exempt purposes of National Institute of Canine Service and Training (NICST), by helping and assisting with various activities in furtherance of the mission of NICST, and agree as follows:

I am undertaking these activities on an entirely voluntary basis, and I acknowledge I will receive neither financial compensation nor guarantee of placement of service dog for any services that I may perform for NICST. I agree to abide by all instructions, guidelines, policies and procedures presented to me by NICST staff or supervisory volunteers, whether in written documents or other means.

I understand that I am not authorized to represent NICST in any official capacity (i.e., in the news media, at public events or in the general public) without prior permission.

I agree to arrive on time for assigned volunteer work. In the event of an emergency or prior urgent commitment, I agree to give 24-hour notice to the Volunteer Services Manager. I understand that if I arrive for my work shift under the influence of alcohol or illegal drugs, or if I engage in any disruptive or inappropriate behavior, I will be asked to leave the premises and be terminated as a NICST volunteer. No personal use of donated items or NICST property is permitted without NICST's prior approval. I agree to return to all items owned or provided by NICST, including all originals and copies of documents and electronic data, to NICST promptly upon termination of my volunteer services. NICST may at any time monitor and audit my use of its information systems, and I agree that I have no reasonable expectation of privacy with respect to my use of those systems.

If in the course of my activities for NICST, I receive or have access to information in any form that is of a secret, confidential or private nature with respect to NICST, its business, services, employees, clients or suppliers, I agree I will not, unless authorized in writing by NICST, disclose in any way (including over the Internet) to any unauthorized persons, or use for any unauthorized purposes, any such information at any time. I understand this is not intended to protect information already in the public domain or information that is demonstrated to have been developed independently.

NICST has my permission and the perpetual right (without prior notification or compensation of money, services or goods to me) to use, reproduce, display, broadcast, publish and distribute any and all photos or videos taken of me to promote NICST or to publicize any event. I understand and agree that all prints, film and negatives of such photos and videos are the sole property of NICST.

While NICST is concerned with the safety and well-being of its volunteers, I acknowledge that my activities for NICST may involve dealing with animals, using equipment, driving vehicles and other potentially hazardous activities, and that I am solely responsible for exercising caution and good judgment. I understand and voluntarily assume all risks of injury, loss or harm associated with these activities. On behalf of myself and anyone claiming by, through or under me, I forever release and discharge NICST and its agents, officers and employees from, and I forever waive, any and all claims, causes of action and liabilities of any kind in connection with any such injuries, loss or harm.

I authorize NICST to seek emergency medical treatment for me in case of injury, accident or illness. In the event that I do not wish NICST to seek emergency treatment for me, I can request a waiver of emergency treatment form. I understand that, in the event that I am injured or contract any illness while acting as an unpaid NICST volunteer, I am not covered by NICST's worker's compensation insurance or any other NICST employee benefit.

If I fail to abide by the terms of this agreement, I understand that I will be terminated as a NICST volunteer. I also understand that I may at any time be removed from my position as a volunteer at the sole discretion of the Volunteer Services Manager or any other NICST employee.

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if participant is under 18 years old)

# Tetanus Waiver

National Institute of Canine Service and Training (NICST) feels it is important for all staff and volunteers to be current on their tetanus vaccinations, particularly if they will be handling animals. If a member of the staff or volunteer has questions about the tetanus vaccination he or she is encouraged to consult a physician, at his or her own expense, to decide whether or not to be vaccinated against tetanus.

I have read, understand and agree to the above. Furthermore, I release NICST from all responsibility that may occur because of my not being vaccinated against tetanus. I understand that whatever decision I make regarding a tetanus vaccination is my own decision and is made at my own risk.

Please print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The following extract from National Institute of Canine Service and Training (NICST) Policy and Procedures Manual is provided for your information.

### **Code of Conduct Section 125**

NICST has been established to fulfill a mission that aids and uplifts the community through the training and development of dogs to assist persons with a potentially life threatening disease. In performing these tasks, NICST is committed to operate with high ethical standards, comply with laws and regulations and avoid any real or perceived conflicts of interest. Additionally, NICST will also work to provide safeguards to its staff, volunteers and dogs, to assure a safe, productive and positive experience in its training activities and other associations. Of special importance, NICST is committed to provide a safe and uplifting environment to all youth associated with the organization, either as placement candidates, volunteers or family members of foster care or volunteers. The following principles have been listed to provide guidance to all staff, volunteers and program participants:

### **General Standards**

1. NICST will consider applicants for its medical alert dogs regardless of race, sex, religion, national origin or any other categories protected by law. 2. NICST expects all persons to conduct themselves in a professional manner and to treat others with respect, fairness and dignity. NICST will not tolerate harassment or discrimination in behavior, comments, e-mail or other messaging that contributes to an intimidating or offensive environment. . 3. NICST aims to provide a safe experience to all, avoiding injury and illness due to factors within its control. Staff and volunteers should be aware of any situations that may be harmful to others, and work to resolve any situations that meet these objectives. 4. NICST will provide an environment free of Alcohol and Illegal Drugs. We expect staff and volunteers to avoid using or being under the influence of alcohol, and to not use, possess, sell, provide or be under the influence of illegal drugs, while working in any capacity at NICST activities. An exception is allowed for the consumption of alcohol during non-business NICST social events. 5. NICST will protect and safeguard in prudent fashion, the assets and resources donated for its use. This will include its dogs, cash, equipment and any other items provided for its use in fulfilling its mission. Each of these resources will be managed with prudent controls and oversight. 6. NICST staff and personnel will interact with donors, sponsors and other program suppliers in a fashion that avoids the appearance or intent of any unethical or compromising practice in their communications, actions or relationship. 7. NICST staff will avoid actions that create the appearance or actual conflict of personal and organizational interests. 8. NICST staff will demonstrate loyalty to the organization by following the lawful instructions of management, using reasonable care and granted authority. 9. NICST staff and volunteers will handle confidential and proprietary information with due care and consideration of ethical and legal requirements.

### **Standards for working with Youth (below the age of 18)**

1. Any staff, volunteer, parent or other person with a history of any behavior that would indicate any potential inappropriateness for interaction with youth may not interact directly with youth in an

instructional, advisory or supervisory capacity. 2. All youth must be supervised by a qualified adult. 3. Youth will not supervise other youth, without a qualified adult present.

4. Youth should not be worked with in private settings with a single NICST adult staff member or volunteer. A parent, guardian or other adult should be present with the NICST staff member or volunteer and the youth. 5. NICST will not permit or tolerate any inappropriate behavior towards any youth volunteer, placement candidate or family member, including: a. Any type of sexual activity b. Abusive, harassing, intimidating, offensive or coercive language or behavior c. Or the advocacy of any of the above. 6. NICST will consider the presence of very young children or infants, incapable youth handlers and nonfamily children in the home, in foster care, day care or permanent placement decisions. 7. NICST dogs may not reside within a home containing a person that NICST staff determines presents a danger to the dog, or may be endangered by the presence of a dog.

**Standards of Dress and Demeanor**

1. Dress should be appropriate to the activity being performed. Training of dogs and volunteers will generally provide for casual dress, including jeans, shorts and T-shirts. Halter tops, or provocative clothing of any type are not appropriate. 2. Appearances to groups in order to promote NICST and demonstrate the skills of its dogs, should generally incorporate business casual dress. NICST logo'd shirts are appropriate for both training and public appearances. 3. All inter-personal actions and communications, including language used in training and public appearance should be appropriate to the circumstances and reflect positively on NICST, its staff and volunteers.

**Policy for Reporting of Adverse Incidents or Complaints**

The following policy is in place regarding the reporting of any adverse incidents or complaints:

1. Any adverse incidents or complaints, involving staff, volunteers, placement candidates, graduates or other members of the public will be reviewed by a committee of NICST senior management for evaluation and resolution. 2. The incident or complaint should be reported in writing to the Executive Director. If the complaint involves the Executive Director, the complaint may be reported to another officer of the corporation, such as the President, Vice President, Treasurer or Chairman of the Board of Directors. 3. A record of each incident or complaint will be maintained and summaries provided to the Board of Directors on a periodic basis.

**Acknowledgement:**

I have read the Code of Conduct and the Policy for the Reporting of Adverse Incidents or Complaints and agree to abide by the standards that have been established.

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_