

WPR: Waivers and Forms Packet

Version 6, modified 12/28/2017

This packet contains the following waivers and forms: Medical Instructions from Dr. Pelletier; Waiver of Liability, Assumption of Risk, and Agreement to Hold Harmless; NEADS Volunteer Emergency Information; NEADS Media Release Authorization; NEADS Weekend Puppy Raiser Commitment; NEADS WPR Code of Conduct; NEADS Code of Ethics Policy for WPR/PR; Social Media Guidelines; and Tobacco-Free Policy. After signing, please return to the Puppy Program Administrator, who will store these in the WPR's volunteer file.

Medical Instructions from Dr. Pelletier, NEADS Director of Veterinary Medical Services

1. Don't panic if your NEADS dog is sick; we are here to help you! First, please contact the Veterinary Coordinator by cell phone, email, or at **NEADS @ 978-422-9064 x 24**. For after-hours concerns, listen to the outgoing voice message at NEADS for the phone number of the person on call. You should get a return call within several hours.

Many non-life threatening issues can be managed without an emergency visit to the vet. Unauthorized non-life threatening vet visits may result in you being held financially responsible for associated costs.
2. For life-threatening emergencies, please proceed to the nearest emergency care clinic and then report in to us within 24 hours of seeking care.
3. For puppy raisers with the dogs' medical files – it must be updated each time you go to the vet. Fax health journals and any other paperwork/ invoices from the vet to NEADS within 24 hours.
4. Use only NEADS approved treats for training.
5. Only feed NEADS-approved foods. Dietary changes may only be made after consulting and with the approval of NEADS staff, or a veterinarian if medically necessary. Please do not feed animal parts such as rawhides, hooves, pig's ears, raw foods or table scraps.
6. Do not initiate medical treatment unless you have been given prior authorization or training from NEADS. Holistic or home remedies and supplements are not to be used without NEADS approval and supervision.
7. Jogging with a NEADS dog or any prolonged exercise faster than walking is not permitted.
8. Sick dogs (dogs with coughing, vomiting, diarrhea, limping, lethargy, or not eating) are not to be taken into public and should be quarantined from other dogs.
9. Puppies should not be socialized around strange dogs or brought to dog venues (dog shows, groomers, NEADS graduation, etc) unless they are current on distemper, rabies, and Bordetella.
10. All dogs and cats living in the same household with a NEADS dog need to be on monthly flea and tick control. All household dogs must be on monthly heartworm preventative.

I have read and understand the above directives.

Signed: _____

Date: _____

Waiver of Liability, Assumption of Risk, and Agreement to Hold Harmless

I understand that volunteering for NEADS may not be without risk, and that dogs, by nature and disposition, may be difficult to control and may be the cause of injury or damage even when handled with the greatest amount of care. This includes specifically the action of any dog which I or members of my family may come in contact with.

In consideration of the acceptance of my decision to become weekend puppy raiser for NEADS, I, the undersigned, my heirs, executors, administrators and assigns, hereby waive and release any and all claims for damages, death, personal injury, loss of property or property damage that I may have, that may subsequently accrue to me, or to my heirs, executors, administrators and assigns, as a result of my participation in any and all activities connected with NEADS. I discharge and release in advance the promoters, sponsors, volunteers, directors, officers, or employees, or other connected with NEADS and their respective agents, boards, commissions and any other involved person, group or entity, without limitation, from and any all liability arising out of or connected in any way with my participation in volunteer activity, even though that liability may arise out of negligence or carelessness on the part of persons or entities mentioned above.

Signature (must be 18 years of age or older)

Date

Print Name

NEADS Volunteer Emergency Information

Please provide the following information for use in the event of an emergency:

Your Name: _____

Address: _____

Cell Phone: _____

Home Phone: _____ Work Phone: _____

Email: _____

Health Insurance Carrier: _____

Medical conditions we may need to know in an emergency: _____

Medications: _____

Emergency contact name and relationship to you: _____

Emergency contact phone numbers:

Cell: _____

Home: _____

Work: _____

Special Instructions: _____

I authorize NEADS to seek medical attention for me in the event of an injury, accident, or illness sustained while participating in any activity associated with NEADS, or while on the property where the activity is being conducted.

WPR Signature: _____

Date: _____

Print Name: _____

Media Release Authorization

I hereby give permission to NEADS and/or parties designated by NEADS to photograph me, my family and any other persons associated with my application for puppy raising and use these photographs and other information in all forms of media for any and all promotional purpose including advertising, publicity, display, audiovisual, exhibition, commercial or editorial use. I understand that the term "Photograph" as used herein encompasses both still photographs, audio and video recordings, and motion picture footage. I further consent to the reproduction and/or authorization by NEADS to reproduce and use such photographs for use in all domestic and foreign markets.

I hereby release NEADS and any of its associates, affiliates, appointed advertising agencies and designated directors, officers, agents, employees, and customers from any claims.

Signature (must be 18 years of age or older)

Date

Print Name

NEADS Weekend Puppy Raiser Commitment

As a Weekend Puppy Raiser, I agree to the following:

- To thoroughly review the NEADS Puppy Raiser Manual and use it as a training reference, understanding that methods and guidelines have been developed with the best interests of the puppy and their future partner in mind.
- To submit the Weekend Communication Sheet to the puppy’s handler when I return the pup to prison.
- To update the Field Trip Level Report and Exposure List after each weekend.
- To attend at least one training session per month, understanding that this may require me to drive to the NEADS campus, or to pick up the puppy on a week night for a NEADS class in a public venue.
- To take the pup out on furlough at least three times per month, within the parameters outlined in the training manual.
- To keep the pup on a leash **at all times** when outside of my home, and to provide 100% supervision and a safe “puppy proofed” environment for the pup in my home.
- To ensure that no one under the age of 18 is to handle the dog in public, and only those approved and oriented by NEADS.
- To provide a crate, dog bed, first aid kit, chew toys, dog bowls, and training treats for the puppy, using only supplies described in the training manual.
- To provide adequate daily physical exercise and to practice training and socialization exercises appropriate for the pup's age and training level.
- To keep current pets up to date on shots and flea/tick protection, and to discuss any pet adoptions with the NEADS Director of Canine Operations and Puppy Program Assistants prior to introducing the NEADS puppy to it. I understand that pet dogs must have lived with me at least one year prior to my raising a NEADS dog.
- To follow medical and emergency care protocols as outlined in medical directive.

In addition:

- I understand that puppy placements may not last a full year, and that a puppy may be re-matched in order to give them the best chance of success.
- I understand that NEADS will notify me if a pup is ill on a particular weekend, and will not allow the pup out on furlough. However, a pup may carry an illness without being symptomatic and I accept this risk. I have the right to return the dog to prison or not pick up the pup if I feel that they are ill or pose a health threat to my own pets.
- I understand that the pup is the property of NEADS, and that all decisions regarding the pup will be made by the NEADS staff.
- I understand that if my puppy is released from the program for any reason, adoption to a puppy raiser is not guaranteed. All adoptions are arranged through NEADS and are made at the discretion of the NEADS staff.

I understand that any NEADS puppy assigned to me currently, or in the future, is covered by the terms of this agreement. Failure to meet the terms of this agreement may result in the puppy’s reassignment. I also certify that I, as the responsible party for the dog, am at least 25 years of age.

WPR Signature

Date

Print Name

NEADS WPR Code of Conduct

Weekend Puppy Raisers are critical to the success of the NEADS program. In volunteering, you are making a commitment to the staff and puppies to carry out the tasks you have pledged to perform.

The WPR Code of Conduct highlights the expectations and principles for volunteers:

- To provide for the general welfare, health, and safety of the puppy in my care at all times.
- To act in a manner that maintains the good reputation and integrity of NEADS when in public with the puppy.
- To comply with all Federal, State, and Local laws and statutes while representing NEADS.
- To follow the training plan provided me, and to supply feedback on and to demonstrate confirmation of the puppy's progress.
- To use equipment, supplies, and any electronic communications and social media as they are intended.
- To take direction from NEADS without offense.
- To respect the NEADS prison partnership by complying with all standards and regulations.
- To respect the privacy and confidentiality of NEADS volunteers, clients, employees, and training records.
- To know my limitations, be accountable for commitments made, and know that people and animals count on me to honor my commitments.

The following is a non-exhaustive listing of key program components: my initials confirm receipt and agreement to abide by the standards set:

	WPR Initials
NEADS WPR Training Manual	_____
Medical Instructions – Dr. Christine Pelletier	_____
Weekly WPR Reporting Requirements	_____
Monthly Class with Puppy Program Assistants	_____

I have received copies of NEADS training materials and understand my role in the training process. I have referred questions to my NEADS Puppy Program Assistant and they have been answered to my satisfaction; I acknowledge my on-going obligation to request assistance or clarification on training practices or other policies and procedures as necessary.

I understand that failure to comply with the letter or spirit of NEADS policies and standards may result in action up to and including revocation of prison access or puppy raising privileges. In extreme cases, inappropriate behavior by a WPR could result in civil or criminal action.

WPR Signature

Date

Print Name

NEADS Code of Ethics Policy for WPR/PR

By signing a copy of this code of ethics, I as a volunteer at this nonprofit affirm that:

- I will not discriminate against anyone on the basis of race, color, creed, age, sex, religion, disability, or nationality.
- I will not use my volunteer service to further my own interests.
- I will respect the privacy of persons served and hold in confidence all information obtained in the course of my volunteer service.
- I will maintain a professional attitude which upholds confidentiality towards fellow volunteers and NEADS staff.
- I will hold as confidential any information I obtained concerning the nonprofit.
- I will respect the rights and view of my fellow volunteers and NEADS staff, and treat them with fairness, courtesy, and good faith.
- I will not exploit the trust of my fellow volunteers or NEADS staff.
- I will not engage in or condone any form of harassment or discrimination.
- I will extend respect and cooperation to my fellow volunteers and NEADS staff.
- If I know that a fellow volunteer has violated ethical standards, I will bring this to the attention of the Director of Canine Operations and the Puppy Program Assistants.
- I will abide by nonprofit policies related to public statements.
- I will act in accordance with standards of professional integrity.
- I will not advise on problems outside the bounds of my competence.
- I will seek assistance for any problem that impairs my performance.
- I understand that violation of this code may be grounds for my volunteer service to be revoked.

Volunteer Signature

Date

Social Media Guidelines

NEADS uses social media in its work and recognizes that those who are involved in its work may also use social media either as part of their role or in their private lives. A written policy is therefore required for all staff, volunteers and stakeholders on the acceptable use of social networking at work.

Policy Statement:

NEADS encourages the responsible use of social media. The purpose of this policy is to set out what NEADS expects from our volunteers when using social media. It is important to remember that we are all ambassadors for NEADS and that social media is never private. This policy is solely for volunteers.

NEADS recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such as Facebook, Twitter, Instagram, etc.

This policy aims to protect individuals volunteering with us in any role and to encourage you to take responsibility for what you write, exercise good judgment and common sense.

Inappropriate use of social media can pose risks to our confidential and proprietary information and reputation, and can jeopardize our compliance with legal obligations. To minimize these risks, to avoid loss of work time and to ensure that our communications systems are used only for appropriate business purposes, we expect volunteers to adhere to this policy.

Scope and Purpose of the Policy:

This policy deals with the use of all forms of social media, including Facebook, YouTube, Twitter and all other social networking sites, and all other internet postings, including blogs.

It applies to the use of social media both for volunteering and personal purposes, whether while volunteering or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to volunteers.

If a volunteer is found to be in breach of this policy, their volunteer supervisor will address appropriately. Volunteers may be required to remove internet postings which are deemed to constitute a breach of this policy.

Personnel Responsible for Implementing the Policy:

All NEADS staff has a specific responsibility for operating within the boundaries of this policy, ensuring that all volunteers understand the standards of behavior expected of them and taking action when behavior falls below this.

All volunteers are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media or questions regarding the content or application of this policy should be reported to the NEADS Manager of Communications.

Guidelines for Responsible Use of Social Media:

The following section of the policy provides volunteers with common-sense guidelines and recommendations for using social media responsibly and safely.

1. We want you to help protect our business reputation. Volunteers must not post disparaging or defamatory statements about:

- A. NEADS
- B. Staff, our clients, volunteers - past or present
- C. Other affiliates and stakeholders

- 2.** Volunteers should also avoid social communications that might be misconstrued in a way that could damage our business reputation, even indirectly.
- 3.** Volunteers are personally responsible for what they communicate in social media (as part of their role or on personal sites). Remember that what you publish might be available to be read by the masses, NEADS, colleagues, volunteers, future employers and social acquaintances for a long time. Keep this in mind before you post content.
- 4.** A publicity consent from NEADS Manager of Communications must be obtained prior to posting images which may be used on social media.
- 5.** NEADS does not permit tagging of vulnerable adults or anyone under the age of 18.
- 6.** There is no obligation for volunteers to link their personal social media to any NEADS social media.
- 7.** If you disclose your affiliation as a volunteer of NEADS, you must also state that your views do not represent those of the organization you are volunteering with. For example, you could state, “the views in this posting do not necessarily represent the views of NEADS.”
- 8.** You should ensure that your profile and any content you post are consistent with the image you present to those you work with as part of your volunteering role.
- 9.** You are responsible for the security settings of any social media sites you use and should ensure they are set to the appropriate level if you wish to limit who can see your information.
- 10.** Remember that you must respect confidentiality at all times and protect confidential information. Confidential information includes things such as unpublished details about NEADS such as details of current projects, future projects, financial information or information held on our supporters, staff or volunteers.
- 11.** Avoid posting comments about sensitive NEADS related topics, such as our performance. Even if you make it clear that your views do not represent those of NEADS, your comments could still damage our reputation. If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with a NEADS employee.
- 12.** If you see content in social media that disparages or reflects poorly on NEADS, you should report it to your volunteer supervisor and/or the Manager of Communications. All volunteers are responsible for protecting our reputation.
- 13.** Try to add value. Provide worthwhile information and perspective. NEADS brand is best represented by its people and what you publish may reflect on NEADS brand.
- 14.** Don't misuse NEADS logos and only use them if you have the authority to do so. For example, you shouldn't use the NEADS logos in your screen name or other social media ID.

Signature

Date

Tobacco Free Policy for Puppy Raisers

A tobacco-free environment helps create a safe and healthy workplace for staff, volunteers, inmates, and Service Dogs in Training. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease, and cancer among people and animals. NEADS/World Class Service Dogs recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

Our policy to provide a tobacco-free environment is in place to keep a safe and healthy setting for Service Dogs in Training. This policy covers the smoking of any tobacco product and the use of oral tobacco products, "spit" tobacco and e- cigarettes, and it applies to employees, volunteers and visitors of NEADS.

TOBACCO-FREE POLICY

Use of tobacco products including cigarettes and "spit tobacco" or e-cigarettes is not permitted within the facilities at any time. Smoking is only allowed in the designated areas on campus.

TOBACCO-FREE POLICY

Use of tobacco products including cigarettes, e-cigarettes and "spit tobacco" will not be allowed within sheltered confines or the vicinity of any Service Dog in Training in your care (i.e. home, car, indoor or outdoor private and public places). Areas where the public is permitted to smoke (i.e., outside, sidewalks, casinos, etc.) may make the Service Dog in Training and/or their equipment smell. Please try to avoid secondhand smoke with the Service Dog in Training. Not only is secondhand smoke a hazard to the Service Dog in Training, but the inmate handler could face consequences within the facility if the Service Dog in Training and/or their equipment has the odor of smoke.

SERVICE DOGS IN TRAINING POLICY

Service Dogs in Training and/or their equipment that appears to have cigarette, e-cigarette, or tobacco odor will result in the NEADS volunteer being removed from the Puppy Raiser program.

PROCEDURE

1. The Weekend Puppy Raiser program participants will be informed of the NEADS/World Class Service Dogs Tobacco-Free Policy through this addition to the Weekend Puppy Raiser Waivers and Forms Packet.

2. Any violations of this policy will result in immediate removal of the NEADS dog from the care of the Puppy Raiser and termination from the NEADS volunteer program.

I hereby acknowledge that I have received, read, and understand the policy and by signing below agreeing to the terms and conditions of this policy.

Print Name

Date

Signature

Adapted from The American Lung Association