



CHICAGO ANIMAL CARE & CONTROL

Chicago Animal Care and Control protects public safety and ensures the humane care of animals through sheltering, pet placement, education and animal law enforcement.

VOLUNTEER HANDBOOK

Animal Placement Coordinator
Chicago Animal Care & Control
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www.adoptchicago.org



CHICAGO ANIMAL CARE & CONTROL

Volunteer Handbook

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Welcome

Thank you for your interest in volunteering with Chicago Animal Care and Control (CACC), the largest open admission animal shelter in Chicago. More than 17,500 animals came through our doors in 2015. That is why we are always in need of dedicated volunteers like you.

CACC is an emotionally and physically challenging place to volunteer. However, it is truly a place where, when you roll up your sleeves, you have a great opportunity to enhance the quality of animals' lives, increasing their chances of finding a home. CACC's aim is to cultivate a culture of positivity and mutual respect to achieve its goal of saving more lives.

Volunteer opportunities at CACC will change depending on needs at the shelter. At your general orientation, you will be provided with a list of current opportunities.

Given your incredibly important role here, we believe you will find that CACC will rank among your most rewarding volunteer experiences.

Thank you for all you do.



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About Us

Chicago Animal Care and Control's shelter is located in Chicago's Pilsen neighborhood. Approximately 17,500 animals are housed in our shelter every year. As an open-admission facility, CACC will never turn away any animals regardless of breed or condition. Many animals arrive at CACC injured, ill or very scared. Some animals are sheltered at CACC because they have been deemed dangerous under the law, and/or they've bitten an animal or a person, and are here for rabies observation. Shelter staff responds to emergency situations and performs specialized procedures to ensure that animals receive the best treatment possible while at the shelter. In CACC's care, animals are given shelter, veterinary attention, fresh food and clean water. Nearly half of the animals taken in at CACC each year are strays. At CACC, all adoptable animals receive a health evaluation, microchip, vaccinations and spay or neuter surgery.

CACC is committed to increasing live outcomes, improving animal welfare and strengthening the human-animal bond through education, community outreach and excellence in animal care.

CACC responds to approximately 60,000 requests for service each year. Experienced Animal Control Officers and Inspectors patrol Chicago's neighborhoods from 7 a.m. to 10 p.m. 365 days per year to protect public safety and assist injured, neglected and stray animals. CACC also investigates dog bites, potentially dangerous animals and inspects animal-related businesses. CACC has a fleet of 22 vehicles; it also has the Animobile for vaccination clinics and adoption events.

CACC partners with over 175 local area rescue groups as part of our Homeward Bound transfer program to transition animals from our shelter, into rescues, and into new homes. Qualified rescue groups are able to transfer animals out of our facility as soon as the animal becomes CACC property at low or no cost. The benefit of this program is that animals are able to leave the shelter more quickly, so that rescue groups can often provide additional resources and specialized care where needed.



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CACC Mission Statement

Chicago Animal Care and Control protects public safety and ensures the humane care of animals through sheltering, pet placement, education and animal law enforcement.

General Shelter Information:

Chicago Animal Care & Control is located at 2741 South Western Avenue, Chicago, Illinois 60608. The building is staffed 7 days per week from 7:00 a.m. to 11:00 p.m. The shelter does not have any medical staff at the shelter from 7:00 p.m. to 8:00 a.m. The shelter is closed to the public from 11:00 p.m. to 7:00 a.m.

Shelter Hours:

- Intake of lost or owner-surrender animals – 8 a.m. to 10 p.m. 7 days a week.
- Viewing of lost or adoptable pets – 12 p.m. to 7 p.m. 7 days a week.
 - Viewing hours are limited on the following Holidays – Thanksgiving Day, Christmas Day & New Year’s Day.

Intake Procedures:

Animals come into CACC for many reasons: They might be confiscated for animal cruelty; held for rabies observation; impounded as a “dangerous animal”; surrendered by their owner; or found stray.

Owner Surrenders:

- When an owner relinquishes their pet, they are informed that they must sign a release form and that they may not be able to reclaim the pet.
- The pet will be evaluated by our staff.
- There is no fee to drop off a pet.
- CACC does not guarantee the placement of the pet for adoption or transfer.
- Low cost euthanasia is available to owners who request it for their pet.

Stray Animals:

- All animals are scanned for a microchip and checked for tags upon impoundment.
- Stray animals with no known owner are held per the City of Chicago Municipal Ordinance 7-12 to allow the owner the opportunity to find their lost pet.



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Adoption Program:

All adoptable animals receive a health evaluation, microchip, vaccinations and spay or neuter surgery. CACC is open for pet adoptions 7 days per week from 12:00 p.m. to 6:00 p.m. (with adoption viewing until 7:00 p.m.).

An adoption screening process is in place to determine whether a potential adopter will provide a lasting, loving home.

Adoption fees:

- Dogs and Puppies: \$65.00 – Fee includes spay or neuter, City license, rabies inoculation*, appropriate vaccinations and testing and microchip. **Puppies who are too young will not receive rabies inoculation. A rabies inoculation is required once old enough for protection and for City licensing.**
- Cats and Kittens: \$65.00 – Fee includes spay or neuter, rabies inoculation*, appropriate vaccinations and testing and microchip. **Kittens that are too young will not receive rabies inoculation. A rabies inoculation is required once old enough for protection.**

Off-Site Adoption Events

CACC will occasionally team up with another organization to promote animals available for adoption outside of the facility. If you have a suggestion for an Off-Site Event, please have the organization prepare a proposal with all the details about the event to include the location and suggested dates and times and submit it to the Animal Placement Coordinator at least 6 weeks in advance so that we may determine whether the Department is able to pursue the opportunity. Spring and summer are the busiest times of the year for adoption events and we cannot do them all.



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Lost Pet Redemption Procedures:

- Lost Pet Tours are provided daily at 12:15 p.m., 1:15 p.m., 2:15 p.m., 3:15 p.m., 4:15 p.m., 5:15 p.m. & 6:15 p.m. 7 days per week. Lost pets can also be viewed at www.petharbor.com/chicago. Nearly half of the animals taken in at CACC each year are strays.
- To redeem a lost pet at Chicago Animal Care & Control, a valid government issued photo ID is required to sign in at the facility and proof of animal ownership (veterinary records, purchase receipt, or pictures of the pet) must be provided. Redemption fees will vary per situation. The following may be required upon redemption: rabies vaccination, City license for dogs, spay/neuter and microchip for dogs and cats.
- In Chicago, only four agencies besides CACC are allowed to accept strays. Chicago agencies that take in stray animals:
 - Chicago Animal Care & Control – 2741 S. Western Ave., 312.747.1406
 - Animal Welfare League – 6224 S. Wabash Ave., 773.667.0088
 - APA Harmony House (Cats Only) – 3809 N. Kedzie Ave., 773.463.6667
 - Treehouse (Cats Only) – 1212 W. Carmen Ave., 773.784.5488
 - Treehouse (Cats Only) – 1629 N. Ashland Ave., 773.784.5488

Please contact the individual agencies for information on lost pet procedures.



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VOLUNTEER INFORMATION

Requirements to Volunteer:

- Volunteers must be at least 18 years of age to volunteer with the City of Chicago.
- New volunteers and volunteers who have been away from the shelter for more than three months must attend a General Orientation Session. Interested new volunteer candidates will complete the following documents at the General Orientation Session:
 - Volunteer Application
 - Fingerprint Information Form (Note: If you are inactive for three months, you may need to repeat this step.)
 - Liability Waiver
 - Tetanus Shot Verification
 - Volunteer Confidentiality Agreement
 - Hire Certification Form
- Pass a fingerprint background check by the City of Chicago.
- Attend additional handling sessions (depending on the area of volunteering).
- A minimum commitment of 10 hours per month is preferred
 - CACC reserves the right to limit the number of hours you volunteer at the facility and in some cases we may be legally obligated to do so.
- Compliance with the CACC Volunteer Code of Conduct.
- Strong verbal communication.
- Ability to work well independently and within a team.
- Exceptional customer service skills.
- Attention to detail.
- Ability to lift at least 15 pounds and stand for long periods of time.
- Ability to anticipate and effectively cope with the emotionally charged situations that are common in animal care: exposure to animals that are homeless, neglected and/or abandoned as well as accepting the difficult reality that, some animals will be euthanized.
- Ability to distinguish emotional and physical boundaries within CACC. Abusive language, threats, or physical confrontations are unacceptable.

Volunteer Hours:

Volunteers may visit CACC from 12 p.m. to 7 p.m., 7 days per week. Volunteers must sign in and out, and **wear their volunteer ID at all times**. Volunteers must be signed out of the building no later than 7 p.m. Volunteers are needed to help the shelter staff at CACC by walking dogs, socializing cats, helping the public or spreading the word to potential adopters about the animals and services offered at CACC.



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Emotional Considerations:

Volunteering in the animal care industry and an open-admission shelter can be both rewarding and emotionally draining. When deciding to volunteer, be sure to consider the emotional impact of working with animals in an open-admission shelter. It is common for volunteers to be caught off-guard by feelings of grief, anger and guilt and may become emotionally overwhelmed. It is important that you prepare for this possibility, and seek support. It can also be helpful to stay in the present with each animal, bringing them as much happiness as you can in that moment, rather than focusing on any possible difficult outcomes.

Unfortunately, not all animals that enter CACC can be rehomed. However, every animal deserves a positive experience while they are here. You must be able to focus on what you can do to make each animal as comfortable as possible. We ask that volunteers provide as much loving care as you can during each pet's stay with us, while also showing consideration to the shelter staff who are directly involved in making difficult outcome decisions.

If you are experiencing emotional difficulties, please speak with CACC's Animal Placement Coordinator.

Euthanasia

Euthanasia is part of CACC's shelter work. **Volunteers are not involved in euthanasia or decisions related to euthanasia.** CACC provides care for stray, unwanted/abandoned, injured, and abused cats and dogs; dogs deemed dangerous; wildlife; and owner surrendered pets, but not all animals are suitable for adoption or rescue. We do our very best to adopt out good pets or have them transferred to other shelters or rescues. However, when euthanasia is required, animals are euthanized with great care and dignity by Certified Euthanasia Technicians who take this procedure very seriously. Like volunteers, shelter staff can become very attached to the animals and this is a very difficult part of their job. We ask that volunteers be sensitive to this when at the shelter.



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Etiquette:

- While volunteering for CACC, always identify yourself as a volunteer. You should never misrepresent yourself as an employee of CACC.
- The Animal Placement Coordinator is the main point of contact for all volunteers.
- When dealing with customers, fellow volunteers, CACC Staff members or a representative from an organization that has an existing relationship with CACC, you must always be polite and courteous.
- It is the policy of CACC that unlawful discrimination or harassment on the basis of race, religion, color, sex, sexual orientation, age, physical or mental disability, marital status, national origin, or any other status protected by law will not be tolerated.
- The Animal Placement Coordinator should be contacted if there has been a negative confrontation between volunteers, staff members and/or visitors.
- If unsure of an answer regarding the pet adoption procedures, please ask the Animal Placement Coordinator. If they are not currently available ask the Supervisor on duty.
- All customer inquiries regarding intake, or specific CACC policies must be directed to the front desk staff.
- Volunteers are specifically prohibited from speaking on behalf of CACC to any representative of the media or in the media.
- Lockers are provided to use as storage while volunteering at the facility. Volunteers should bring in their own locks to secure personal items. CACC is not responsible for any lost or stolen items. Personal locks must be removed prior to leaving the building. Locks and personal items left behind will be removed each evening.
- Smoking is not allowed in any portion of the building or back yard area. You may smoke in the designated area in the front of the building. Please use ashtrays provided.
- The City of Chicago is committed to providing a safe and healthy workplace that is free from physical and verbal attacks, harassment, property crimes, threats, or any other violent or sexual acts. Harassment of any kind may result in removal from the facility. If you experience or witness any type of harassment, it should be reported to the Animal Placement Coordinator or Supervisor on duty verbally and in writing. You can raise concerns and make reports without fear of reprisal or retaliation. Threats will be evaluated and appropriate follow-through will be pursued.
- Volunteers shall not come into volunteer while under the influence of alcohol or illegal drugs.
- If a volunteer wishes to discontinue their volunteer service, they must inform CACC's Animal Placement Coordinator and return their volunteer ID badge.
- Volunteers should not call or text employees on their personal cell phones or home phones at any time regarding CACC matters. Volunteers should not provide their personal contact information to employees unless it is in the furtherance of an official volunteer task.



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Dress Code:

Come prepared with the mindset that anything that you wear will get dirty and germ. When working with animals you're advised to cover as much skin as possible to avoid scratches, exposure to zoonotic communicable illness, ringworm, mange (scabies), fleas and/or ticks. The following requirements are in place for volunteer safety. When in doubt, use common sense when dressing for the shelter.

- **CACC Volunteer ID Badges** – this will be assigned to you once you complete the volunteer orientation and additional trainings. Volunteers are required to wear their ID Badge at all times while at the shelter. Anyone not displaying an ID will be escorted from the building.
- **CACC Volunteer Shirt** - CACC Volunteer t-shirts (if available) should be worn while at the shelter and at off-site events. It is imperative that all volunteers be identified as a volunteer with CACC, Friends of CACC, or Safe Humane Chicago, and are able to be recognized as such by the public.
- **Clothes** - Wear comfortable clothes; please keep in mind that you might get dirty. Your clothing should not be disruptive or offensive. Long pants must be worn at all times (even during the warmer times of the year). No shorts, skirts or other garments that expose portions of the leg to potential scratches or scrapes.
- **Shoes** - Closed toe, rubber-soled shoes are required. No flip-flops, sandals or clogs are to be worn at any time.
- **Accessories** - Hats that obscure your identity or hoop earrings and long necklaces that can be inadvertently caught or pulled should not be worn while at the shelter.

Volunteers who do not adhere to the dress code policies during their volunteer time will be asked to change or leave the building. Volunteers who repeatedly volunteer out of dress code may face removal.

Authorized and Restricted Areas:

Generally speaking, volunteers are permitted access to the public areas of CACC from 12:00 to 7:00 each day. Admittance to restricted areas is not permitted without express permission from CACC. These restricted areas include, but are not limited to, the medical division offices and treatment areas, isolation areas, unloading area, behind the front counter, the euthanasia room, and all Pavilions with the exception of Pavilion A for dogs and the cat adoption room. At no time are any volunteers to enter or remain in restricted areas unless they are escorted by a CACC staff member. Restricted areas are marked. When in doubt, always ask a supervisor on duty before attempting to enter an area.



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Security Cameras

Security cameras are located in all public and restricted areas with the exception of restrooms.

Photo / Video Policy:

CACC allows volunteers to photograph and video animals in permitted areas at CACC for the purpose of facilitating transfers or adoptions of animals. Kennel cards should not be photographed or posted online.

Kennel Cleaning

Every day, detainees from the Cook County Sherriff's office clean all dog kennels in Pavilions A through G, and unloading. Every day, CACC staff clean all cat kennels. Staff perform spot cleaning of kennels in the evening. If you see a kennel in the adoption Pavilion A requiring spot cleaning, please advise CACC staff at the front desk. You are permitted to pick up solid poop with a poop bag. If you are considering photographing a dog or cat in its kennel to facilitate the transfer and adoption of that animal, and the kennel needs spot cleaning, please have the kennel cleaned first, so that the animals may be photographed with a nicer backdrop.

Complaints & Suggestions

Your point of contact regarding volunteering or shelter activities is the Animal Placement Coordinator. Bring your concerns and questions to that person first. If you have a complaint regarding a staff member or an issue with a CACC policy, immediately bring it to the attention of the APC so it can be resolved. Don't forget to use the [Volunteer Suggestion Box](#) located by the Volunteer Lockers for any non-urgent suggestions. At no time should any Volunteer go into the Administration Division without a scheduled meeting or appointment. Volunteers should not call or text employees on their personal cell phones or home phones at any time regarding CACC matters.

Sometimes, conflict among volunteers arises simply due to a lack of communication. Sometimes emotions can rise in volunteers due to the nature of an open admission. CACC is attempting to cultivate a volunteer culture of positivity and respect among all volunteers, staff and the public. CACC encourages you to talk through the problem with the other party before bringing it to the attention of the APC.



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All shelter business transactions are to be handled by shelter staff

Please forward questions or business regarding surrenders, animal complaints, wild animal entrapment, etc. to the front desk. Volunteers must not interfere with the intake of strays or owner surrendered animals to the shelter, or generally with the work of shelter staff.

Safety Guidelines:

- Hand Washing Policy
 - Wash hands often, especially between handling animals or when visibly dirty or contaminated; before eating; after using restroom; before and after direct animal contact or contact with bodily fluids, and after removing gloves.
- Accident Reporting
 - If at any time while volunteering you are injured, you must contact a Supervisor **IMMEDIATELY**. This may include, but is not limited to: trips, slips, falls, cuts, abrasions, sprains, breaks, bites, or scratches. If you fail to notify a Supervisor, you may face permanent removal.
- Zoonosis are diseases that spread from animals to humans. Cleanliness is the key. Wash your hands as often as possible. Avoid putting your face on the animal, no matter how cute. Examples include:
 - Scabies: sarcoptic mange in dogs can infect humans, leading to scabies.
 - Ringworm: Not a worm at all, but a fungal infection. Commonly caught from cats, although dogs get it, as well.
 - Rabies: Rabies is almost universally lethal. It is transmitted by saliva into open wounds. You do not need a bite - saliva in the eye or on a scratch will also cause transmission. Always report any skin breaks and see a physician for any wound, no matter how minor.
 - Roundworms and Hookworms: These are the most common intestinal parasites in dogs and cats. When people ingest the eggs from the feces (wash your hands!), the larvae migrate through the human body.
 - Immune suppressed individuals should avoid working directly with animals. If in doubt, ask your physician.



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Animal Exposure Reporting

If you (or an animal you are handling) experience an animal exposure, including a bite, scratch or any break in the skin while in proximity to a dog or cat, you are required to notify a Supervisor **IMMEDIATELY** and complete an incident report required by Animal Control Regulations. All parties involved in (or who witnessed) the incident must also complete an incident report. If urgent medical attention is required, the Supervisor will call for an ambulance. If you, or any witness, fail to notify a Supervisor, you are subject to removal. Preventing bites is not only important to your health and well-being, but to the animals' as well. Animals that have bitten a human or another animal must be evaluated and might need to be euthanized.

IF YOU (OR AN ANIMAL YOU ARE HANDLING) ARE BITTEN WHILE VOLUNTEERING:

- Immediately secure the animal in the nearest empty kennel, to prevent further injury, then call for a Supervisor.
- Wash the wound completely and thoroughly with antibacterial soap for at least five (5) full minutes while a staff member is attending to the animal.
- If you require urgent medical attention, an ambulance will be called for you.
- You (and any witnesses) will be asked to describe the circumstances of the bite and complete an incident report.
 - If you do not require immediate medical attention or if you decline medical attention, you must file an Animal Bite Report by calling 311 City Services (or 312.744.5000). You must provide CACC with the Animal Bite Number within 24 hours of the incident at 312.747.1410.
 - If you are taken to the hospital via an ambulance, make sure that the Hospital files an Animal Bite Report with the Police. You must provide CACC with the Animal Bite Number within 24 hours of the incident at 312.747.1410.
- If additional information regarding the incident is needed by CACC, you will be contacted.
- Following state law, the animal will then be placed on quarantine.
- Any volunteer involved in an incident will be required to attend an additional training prior to returning to volunteer.

IF YOU WITNESS A FIGHT BETWEEN TWO DOGS, NOTIFY A CACC SUPERVISOR IMMEDIATELY. Do not attempt to break up the fight between the dogs.



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Removal of a Volunteer:

It is important that all volunteers understand, agree to, and comply with all CACC policies and guidelines. **Any violation of these policies can result in the volunteer being removed from the list of persons allowed to volunteer at CACC. The decision to remove a volunteer from the list of persons allowed to volunteer at CACC will be made by the Executive Director or his/her designee. The Executive Director's or his/her designee's decision to remove a volunteer from the list of volunteers can be final.** Examples of actions while volunteering at CACC that may result in a volunteer's removal from the list include, but are not limited to:

- Careless, negligent performance of volunteer duties.
- Reporting for volunteer work while under the influence of alcohol or drugs.
- Interfering with the animal intake process, or other staff duties.
- Loss, damage, or theft of City of Chicago property.
- Discourtesy to or harassment of a CACC staff member, visitor, another volunteer or any organization that has an existing relationship with CACC.
- Abuse, neglect, or disregard of animals and/or their care.
- Failure to follow the Volunteer Confidentiality Agreement, or unauthorized disclosure of confidential or proprietary information.
- Violating CACC policies, city or county ordinances, or state or federal law.
- Use of vulgar language with CACC staff, volunteers or members of the public.
- Unauthorized alterations of a kennel card.
- Not reporting an animal exposure incident to a Supervisor immediately.
- Threatening the safety of another employee, volunteer and/or visitor.
- Threatening, intimidating, coercing, harassing, assaulting or sexually harassing another person.
- Carrying weapons or bringing a weapon on the property.
- Allowing unauthorized persons access to the building or confidential/proprietary information without CACC's permission.
- Using, duplicating or possessing keys to the building or offices within the building without authorization.
- Failure to volunteer at CACC for a period of more than three months.
- Violates any other provision of the Volunteer Handbook and Code of Conduct.

It is the goal of the CACC to treat all volunteers fairly and to provide for their safety and a satisfying volunteer experience. CACC encourages volunteers to contact the Animal Placement Coordinator with questions regarding this section.



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CACC VOLUNTEER CODE OF CONDUCT

Chicago Animal Care and Control (“CACC”) is committed to high ethical and legal standards, and the principles of respect, compassion, fairness and dignity in all its animal control and sheltering interactions, and in its interactions with volunteers, employees and the public. Dedicated volunteers are essential for helping CACC uphold this commitment, and CACC is grateful for each dedicated volunteer. CACC can be a physically and emotionally challenging place to volunteer. Notwithstanding, all volunteers agree to abide by the following Code of Conduct:

- **I will abide by all rules, policies and procedures in the Volunteer Handbook.**
- I will treat each CACC manager, employee, fellow volunteer, and member of the public served by CACC with respect & dignity.
- I will treat all animals with compassion & respect, and NEVER intentionally harm an animal.
- **I will not disrupt or interfere with the daily work of CACC managers or employees except for emergencies, or engage in confrontational, discourteous, or harassing behavior with any CACC manager or employee.**
- I will not enter restricted areas of the facility unless I request permission and obtain it, and am accompanied by a CACC manager or employee.
- I will not speak on behalf of CACC to any representative of the media. Media inquiries regarding CACC should be directed to the Executive Director or his/her designee.
- I will abide by CACC’s policies regarding photography, videotaping, and promoting the animals.
- If I am unsure of an answer, policy, or procedure, I will ask CACC’s Animal Placement Coordinator, Shelter Manager, or designee, and confirm.
- **I will alert CACC’s Animal Placement Coordinator, Shelter Manager or designee of any health or behavioral concerns, or kennel condition concerns that I may have about any animal in the facility.**
- I will abide by all CACC rules, policies, and procedures regarding the treatment, training or care of animals at the facility, in foster care, and at special events.
- Should I have a concern/complaint with CACC staff or another volunteer, I will report this to CACC’s Director or Deputy Director.
- I will support CACC’s goal of cultivating a culture of positivity and respect between staff, volunteers and the public.
- I will uphold CACC’s mission.

If you cannot uphold the Code of Conduct, please do not volunteer with CACC.

I have read and understand the Chicago Animal Care and Control (CACC) Volunteer Policies and Code of Conduct. I agree to abide by them and I understand that my volunteer service can be terminated by CACC management for my failure to abide by the Chicago Animal Care and Control (CACC) Volunteer Handbook and Code of Conduct.

Name (please print): _____

Signature: _____ Date: _____

Received By (CACC Staff): _____ Date: _____



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Receipt and Acknowledgement of the CACC Volunteer Handbook

The Volunteer Handbook is an important document intended to help volunteers become acquainted with Chicago Animal Care and Control. The handbook should serve as a guide and individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate receipt and acknowledgment of the Volunteer Handbook and Code of Conduct.

- 1) I have received and read a copy of the CACC Volunteer Handbook and the Code of Conduct. I understand that the policies and rules described therein are subject to change at the sole discretion of the City of Chicago. I understand that this Handbook supersedes all previous Volunteer materials.
- 2) I understand that, should the content of the Volunteer Handbook be changed in any way, I may be required to provide an additional signature to indicate that I am aware of and understand any new or updated policies.
- 3) I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Volunteer Handbook and Code of Conduct.
- 4) I understand that CACC may use a third party to help recruit, manage, train, or organize volunteers. I understand my name, email and/or phone number will be shared with the third party for future notifications.

Volunteer's Printed Name

CACC Representative Printed Name

Volunteer's Signature

CACC Representative Signature

Date

Date