



**Discovery Center**  
**701 NE Sanchez Avenue Ocala FL 34470**  
[www.mydiscoverycenter.org](http://www.mydiscoverycenter.org)  
**352-401-3900**  
**Discovery Center Volunteer Contract**

**Name** \_\_\_\_\_

**Home/Cell Phone** \_\_\_\_\_ **Emergency Phone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Duration of Your Volunteer Service** \_\_\_\_\_ to \_\_\_\_\_

To protect the animals and to achieve a program of high quality, Discovery Center has set forth certain regulations and procedures which all volunteers will be expected to observe.

1. Volunteers must be dependable and on time for the volunteered shift. Please, contact other volunteers to cover shift or notify a Discovery Center staff member 24 hours prior to your absent shift or late. (We care about you!)
2. Volunteers must record hours of service into the log sheet located in Kimberly's office upon arrival and departure. Please wear your volunteer name badges.
3. Volunteers must keep accurate records on all animal care activities and tasks in the Animal Care Log provided. Communication is extremely important.
4. Volunteers may not administer oral medication or give medical treatment to animals until reaching appropriate volunteer level and must be supervised by staff.
5. For the safety of volunteers, staff, and Discovery Center animal collection, volunteers must follow all animal care protocols and procedures listed in the Animal Care Log.
6. Volunteers must be fully trained and complete each volunteer level (DCAC101, DCAC201, DCAC301) before being trained for higher level volunteer positions.
7. Work under the direction and supervision of a staff member or level 3 volunteer. It is the volunteer's duty to support the staff member and other volunteers.
8. Record your hours of service at the school site in the volunteer folder located in the office.
9. Notify the Discovery Center staff if you must discontinue your volunteer service.
10. All volunteers, regardless of level, must make sure all Discovery Center animals have access to fresh food and water.

**Volunteer Signature** \_\_\_\_\_

**Discovery Center Staff Signature** \_\_\_\_\_

**Date** \_\_\_\_\_