

VOLUNTEER WARNING RECORD

Volunteer's Name: _____ Today's Date: _____

Volunteer Program: _____ Date/Time of Violation _____

Nature of Violation: _____

Type of Disciplinary Action Being Taken: *Circle One*

Oral Warning

Written Warning

Discharge

Details of Violation:

Continued violations may result in further disciplinary action up to and including discharge.

Volunteer's Statement:

I have read this volunteer warning record and understand it.

Volunteer's Signature

Volunteer Services Staff Member

Witness



Progressive Animal Welfare Society

15305 44th Ave W t: 425.787.2500
PO Box 1037 f: 425.742.5711
Lynnwood, WA 98046 www.paws.org

March 22nd 2012

999 Someplace Ave
Seattle WA, 98026

Dear *****,

Re: Wildlife Care Assistant volunteer position, *** shift**

It has been brought to my attention by the rehabilitation staff that there have been a considerable number of problems during recent weeks, which do not appear to be improving. I understand that ***** and other staff have spoken with you on numerous occasions, but that you have shown an unwillingness to follow their instructions.

Specific issues include lack of respect for safety rules, such as listening to your music after being asked not to anymore and not listening to staff when asked to remove said device. *****, we sat down and discussed some of the issues and you agreed that you will follow staff directions from now on. It is a definite safety risk for you as well as our animals. We cannot allow you to continue to compromise your own safety.

It is with deep regret that I must let you know that we can no longer offer you a volunteer position with PAWS, and your commitment to us is therefore terminated with immediate effect. As of today you are no longer a PAWS volunteer.

I would like to thank you for the time you have given us.

Yours sincerely

Frances Boyens
PAWS Wildlife Volunteer Program Manager
425.787.2500 x 818
www.paws.org / fboyens@paws.org

people helping animals



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February 4th, 2012

I, *****, do understand that I have committed the following acts in violation of PAWS Wildlife Center policy:

- Having my cell phone on and playing music in the wildlife center
- Continuing to peek at the animals after staff reprimands to stop
- Not following staff directions

By signing this document, I acknowledge that I have spoken to the volunteer program manager about these issues, and understand that I am being given one more chance in recognition of my commitment to the wildlife center. I understand that if I commit one more violation, I may be asked to discontinue my volunteer commitment here.

Signed: _____ Date: _____

Witness: _____ Date: _____