

Volunteer & Community Service Application



PLEASE PRINT

Date: _____

Volunteer's Name: _____

DOB: ____/____/____ Over 18? **Yes / No**

E-Mail Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ Cell Phone: _____

EMERGENCY CONTACT:

Name: _____

Cell phone: _____ Home: _____ Work: _____

Relationship: _____

Are you being treated or take medications for any medical conditions: **Yes / No**

If yes, please explain: _____

Do you have any allergies? **Yes / No** Please list: _____

Do you have a valid Driver's license? **Yes / No** State/License Number: _____

Have you ever been convicted of a felony? Yes / No

If Yes, explain: _____

Employment information: (please circle) Employed Retired Student Other

Employer's name/School: _____

Job Title/Grade Level: _____

Does your employer/School encourage volunteering or support agencies where employees give their time? **Yes / No** Please explain: _____

What are your goals for volunteering at Stray Haven? _____

Volunteering information and Areas of Interest:

Have you volunteered for Stray Haven before? **Yes / No** If yes, When? _____

Do you volunteer for any other Animal Shelter/Organization? **Yes / No**

If yes, Where? _____

How did you hear about volunteering? **Please circle:** Friend / Family / Social Media / Staff / Other

Why would you like to volunteer? (Please check the appropriate box with required hours below)

- Court – Hours Required: _____ Officer Contact: _____
- Community Service – Hours Required _____ Officer Contact: _____
- School Community Service – Hours Required _____ Program: _____
- Fun
- Other Please explain: _____

Do you have any pets? **Yes / No** How many? _____ Are they up to date on shots? **Yes / No**

What types of pets? _____

Do you have experience handling or working with animals? **Yes / No**

Please Explain: _____

Are you comfortable working with: Dogs Cats

Please circle all areas you are interested in volunteering:

- | | | | | |
|---------------------|----------------------|------------------------|------------------|------------------|
| Cleaning | Feeding | Socializing Dogs | Socializing Cats | Laundry / Dishes |
| Administrative Work | Events | Special Event Planning | Grooming | |
| Dog Training | Educational Programs | Adoption Events | Filing | |
| Yard Work | Photography | Creative Writing | | |

Are you willing to commit on a regular basis? **Yes / No** Available Days: _____

Are you available on short notice? **Yes / No**

Special interest/ Hobbies/ Other Volunteer work: _____

Please list any special skills or experience you may have: _____

Would you prefer to work with a mentor? **Yes / No**

Do you prefer to work in a group or by yourself/independently? _____

Are you willing to attend an orientation class? **Yes / No**

When are you available to start? _____

Bite/Scratch/Infection/Injury Waiver

I, _____, understand the chances of being bitten and/or scratched by ANY of the animals at the shelter. I am willing to accept that risk, and agree that I will not hold Stray Haven and/or its associates responsible should I receive any injuries. Furthermore, I also understand the chance of contracting infection from the animals (i.e. ringworm, mange), and am willing to accept that risk as well, while not holding Stray Haven and/or its associates responsible. Should I be injured in any way due to my participation at Stray Haven, I will not hold Stray Haven and/or its associates responsible in any case.

Confidentiality/ Conflict of Interest Policy for Volunteers:

Volunteers are responsible for maintaining confidentiality of all proprietary or privileged information to which they are exposed while serving as volunteers, whether this information involves staff members, volunteers, clients, donors, animals or the public. Failure to maintain confidentiality may result in termination or other corrective action. All volunteers will be required to sign the Confidentiality/Conflict of Interest Agreement as a condition of volunteering.

Confidential information includes but is not limited to: animal, client or donor information from our computer system, whether gained through the course of volunteer service or from other internal sources, shelter photographs, all records, files, forms, applications, mailing lists, passwords, security codes, correspondence, messages or any other entities belonging to Stray Haven and/or bearing Stray Haven's logo or name. Such information is the sole property of Stray Haven and may not be disseminated, used, published or sold without the written consent of the Executive Director or Shelter Manager.

Volunteers are not permitted to represent themselves as working on behalf of Stray Haven to the public, media, social media or to any other organization without authorization from the Executive Director or Shelter Manager.

Volunteers are prohibited from engaging in any activity religious or political while acting as a representative of Stray Haven. This activity can jeopardize the shelter's ability to continue to obtain donations and its status as an Internal Revenue Code 501c3 charitable organization.

Volunteers will not use their association with the shelter to promote activities related to the volunteers outside personal or professional interests, including, but not limited to soliciting business, fundraising or other personal causes.

If a volunteer is at odds with the shelter's philosophy, policies, procedures or past, proposed or existing state of affairs, the volunteer will only discuss such differences with the Volunteer Coordinator or the Executive Director according to the procedure outlined in the Volunteer Manual. Volunteers must not discuss shelter problems/issues with those, including, but not limited to, nonsupervisory staff, other volunteers, clients, family or friends, or the public, as this undermines internal morale and external perception of the shelter. When presented through proper channels, Stray Haven will take the appropriate steps to help resolve the issue. Any violations of this policy may result in immediate dismissal and further action.

I have read and understand the above Bite/Scratch Waiver and Confidentiality/Conflict of Interest Policies and agree to volunteer and abide by all policies and procedures.

Volunteer Printed Name: _____

Signature: _____ Date: _____

Witness/Stray Haven Staff Printed Name: _____

Signature: _____ Date: _____

Volunteer Rules of Conduct

Volunteers are non-paid personnel of Stray Haven Humane Society & SPCA, Inc.

As a volunteer, I am expected to:

- Attend the volunteer orientation and training classes when appropriate
 - Conduct myself in a professional manner at all times when involved in Stray Haven activities
 - Perform my tasks under the guidelines established within the job description for that task
 - Report any abusive behavior in the shelter to the Volunteer Coordinator, Shelter Manager or Executive Director
 - Adhere to and support the established and future policies and procedures of Stray Haven as outlined in the volunteer manual and this volunteer application
 - Wear a volunteer badge at all times when working at the shelter
 - Render service to all people without regard to race, creed, color, national origin, culture, language, sex, sexual orientation, religion, age, veteran status, mental or physical disability – Stray Haven does not tolerate discrimination of any form
 - Read and understand any signs, in any given area, where volunteers may be working as a volunteer
- I understand and agree that:
- I am providing my services in a volunteer capacity without any expressed or implied promise of salary or employment benefits
 - Using or being under the influence of alcohol or drugs is prohibited while volunteering at the Stray Haven or any sponsored special event
 - Stray Haven staff, directors and members may not be contacted at their homes or personal contacts unless otherwise directed by that individual
 - Verbal or physical abuse to shelter volunteers or staff will not be tolerated
 - If I am contacted by a member of any TV, radio, newspaper, magazine, or by any other media outlet about the shelter, I will direct them to the Board President, Executive Director or Shelter Manager.

My volunteer involvement may be terminated if I do not meet my commitment in an appropriate manner, or otherwise fail to adhere to policies and procedures as outlined in the volunteer manual.

I have read the Volunteer Rules of Conduct and agree to follow and support its contents.

Print name: _____

Signature: _____ Date: _____

Received By:	Date:
Approved: Yes / No	Initial:

Stray Haven Humane Society & SPCA, Inc.
Volunteer Parental Permission Slip
(Must be completed for all volunteers under 18 years of age)

All volunteers must be at least 10 years of age. Any Volunteer under 16 must be accompanied by a parent or guardian. Volunteers 16 or 17 may volunteer with parent/guardian consent. All volunteers, parents, and/or guardians must attend orientation.

I, _____, (hereinafter, the Parent) am the parent and lawful guardian of _____ (hereinafter, the Minor), and agree:

That Stray Haven Humane Society & SPCA, Inc. (hereinafter, Stray Haven), is sponsoring a volunteer program, for the purpose of:

Assisting Stray Haven, its Board of Directors, officers, employees, and agents (collectively, the Staff) in the care, maintenance and upkeep of the shelter, the animals existing therein, and/or the grounds upon which Stray Haven does business and upon which the structures belonging to Stray Haven stand.

Therefore, let it be known, that the Minor has the permission of the Parent to participate in Stray Haven's volunteer program and any and/or all activities reasonably contemplated there under, including but not limited to: cat kennels, the grooming of animals, petting of animals, and playing with the animals, among other things.

Let it also be know that the Board and/or Staff of Stray Haven are herewith given authority during all dates and times encompassed within the meaning of the term of the volunteer program to consent to any medical treatment that may be required by the Minor, in the place of and with the same authority as the Parent if and when such need should arise, and if the parent is unavailable.

Let it further be known that the Parent of the Minor, in consideration of the services performed by Stray Haven, its Board and/or Staff, herewith release, hold harmless and agree to indemnify the same from any and all liability for any and all actions undertaken by the Minor and for any and all reasonable actions taken by Stray Haven, its Board and/or Staff in good faith during the term of the Minor's participation in Stray Haven's volunteer program.

Parent/Guardian Name: _____

Parent/ Guardian Signature: _____ Date: _____

Approved Volunteer (to accompany minor): _____

(Stray Haven Staff)

Name & Signature

(Date)