

Humane Society Of Rome Volunteer Application

Rome, New York

NAME _____
ADDRESS: _____ CITY: _____ ZIP: _____
HOME PHONE: _____ CELL: _____ WORK: _____
EMAILADDRESS: _____
BIRTHDATE, _____

I am interested in volunteering for the following: (Please check the space)

Pet Smart Fostering animals' Lead Volunteer
 Transport animals' Off Site Adoptions Special fundraising
 Dog walking Public Relations Bulletins/Newsletters
 Pet Therapy Collecting donations

Do you have any pet care special experience or equipment? _____

Do you have pets? Y N Are they current on all vaccinations? Y N

Who is your Veterinarian? _____

Do you have children? Y N Ages? _____

Do you have a driver's license? Do you own a vehicle? _____

Do you have any allergies or physical conditions that may affect your volunteer work?

Are you currently receiving any form of Disability Compensation from any source?

In case of emergency whom should we notify? _____

Telephone Numbers: (Home) _____ (Cell), _____

Have you done any other volunteer work or worked for any other charitable organizations? If yes please list the names of the organizations, the timeframe in which you worked for them and what your responsibilities were.

Have you ever been a volunteer at HRS before? Yes No If yes, when? _____

If yes, what was your reason for leaving?

Do you know any HRS volunteers? Name(s): _____ Relationship: _____

Have you adopted an animal from HRS? Yes No if yes, who did you adopt and when?

What days of the week and what times would you be available?

Are you current on your tetanus immunization (within 10 years)?

Are you covered by a Health Insurance Plan?

Referred to HSR by: _____

VOLUNTEER AGREEMENT

Applicant, known as _____, hereby agrees to accept a position in a VOLUNTARY capacity as a volunteer for the Humane Society of Rome, (hereinafter referred to as HSR). Applicant understands that the term Voluntary means the way in which actions or services are rendered to HSR. Such actions or services rendered to HSR with generous and charitable motives. No liability whatsoever will be incurred by HSR to anyone who performs voluntary actions or services. Applicant understands that the term Volunteer means a person who freely chooses and renders services to HSR in a voluntary capacity. Applicant will be notified of final acceptance and work schedule when application processing and orientation is complete. Please do not present for volunteer work until this and required and you are notified.

TERMS AND CONDITIONS

1. I fully understand and agree that my services are provided strictly in a VOLUNTARY capacity.
2. I fully understand and agree that I am providing service to HSR as a VOLUNTEER.
3. I fully understand and agree that to provide my services to HSR as a volunteer in a voluntary capacity without any express or implied promises of salary, compensation or payment of any kind whatsoever.
4. I fully understand and agree to provide my services to HSR as a volunteer in a voluntary capacity without any employment-type benefits, including but not limited to employment insurance programs, worker's compensation accrual in any form, vacations or sick time.
5. I fully understand that HSR handles large numbers of animals on a daily basis. The temperament of these animals is unknown to HSR. I agree to hold HSR harmless for any injury(s) which I might sustain from handling animals during the course of my volunteer duties for HSR.
6. I fully understand and agree to assume all risks involved in any and all duties that I perform for HSR in my volunteer capacity. Such duties might include but are not limited to animal handling, custodial work, kennel staff assistance, secretarial assistance, and other foreseeable volunteer duties.
7. I agree to familiarize myself with HSR's policies and procedures. I will fully comply with both the letter and the spirit of these policies and procedures.
8. I fully understand that HSR expects high standards of moral and ethical treatment of the animals under its care. I agree to adhere strictly to these standards in my voluntary capacity with HSR.
9. I will remember in all of my dealings with the public as an HSR volunteer that I represent HSR and that the public will consider my words and actions to be representative of HSR as an organization.
10. I understand that as an individual, I cannot enter into any agreements for the organization; any such activity will be referred to the Board of Directors. I have read and understand the HSR mission, and I will not take any actions that could be considered inconsistent with the mission. If I engage in activities of a political or controversial nature, these activities will be done only as an individual, not as a representative of HSR.
11. I accept full responsibility for all expenses incurred to me as a volunteer for HSR, although I might be reimbursed provided that I have prior approval from the Shelter Director or Board of Directors and that I have all necessary documentation in the form of receipts. I will always remember that I represent a nonprofit organization and in no way am allowed to profit from any activity related to the organization.
12. Since there may be potential safety risks of working with animals and of bringing home illnesses from HRS to personal pets, I will practice reasonable healthy hygiene.
13. I understand that it is recommended for me to be current on my tetanus vaccinations.
14. While I am on duty, during my VOLUNTEER periods at HSR, I will not keep company of guests, family, minors, etc. on premise.
15. I will not borrow or convert any property of HSR for my personal use at any time and that to do so without proper authorization may constitute theft on my part.
16. It is advised that all VOLUNTEERS bring a minimal of personal belongings while on duty at HSR as there will not be any personal lockers provided, and everyone is responsible for

his or her own belongings. HSR and staff are not responsible for personal belongings.

17. Since HSR has limited parking spaces, I agree to exercise due care to park my automobile orderly and safely so as not to allow other spaces for parking also, plus use EXTREME CAUTION so as not to cause any damages to others and their vehicles.

18. VOLUNTEERS under age 16 are required to be accompanied by a parent or legal guardian at all times while at the shelter.

19. If at any time I feel that the operations of HSR or the activities of its staff are contrary to accepted ethical practices in any way I acknowledge that it is my duty to notify the Shelter Director and/or the President of the Board of Directors of my concerns. As a VOLUNTEER I realize that I may not have all available information about any particular situation as HSR may not be permitted to reveal to me pertinent information as a matter of ethics or of law. Therefore I agree to keep all information that I accumulate while performing duties as a Volunteer confidential and to refrain from publicizing any adverse opinions or information without first notifying the Shelter Director AND President of the Board of Directors in writing AND allowing them reasonable time to correct my understanding of any situation within their legal ability to do so.

20. I understand that in violating the terms and spirit of the above #19, that significant harm could come to the operations of HSR and may adversely affect it financially. Therefore I agree that publication (i.e. Facebook posts, letters to newspapers etc.) of false or misleading information, EVEN if I incorrectly understand any particular situation by reason of possessing incomplete information, may lead to irreparable harm to HSR and that I acknowledge that HSR has the ability to pursue me for financial damages and attorney fees in this eventuation.

21. I understand that I will work at the direction of the Shelter Director and HSR staff at all times.

22. HSR does not accept VOLUNTEERS for the purpose of satisfying Court ordered community service. Also, we will not certify to any Court after the fact to performance of VOLUNTEER services should this not be disclosed to us *before* such services are performed.

23. Advancement to Associate Staff Volunteer status requires at least one year of continuous service as an HSR Volunteer, nomination by the Shelter Director and concurrence by the Board of Directors of such advancement pursuant to the HSR's Bylaws.

I fully understand and agree that either for failure to comply with any and all of these obligations outlined in this Volunteer Agreement or for any reason whatsoever, while performing my volunteer services to HSR in a voluntary capacity, HSR, at its sole discretion, may immediately terminate my services.

Signature: _____ Date _____

Volunteer Opportunities

There are many ways you can help the animals:

Cat Care: We need people to interact with our cats. Some of our long term cats have been with us for over 6 months and really need to be held and petted. The cats also need to be played with and brushed. We have a kitty exercise room where you can hang out with a cat or two, or you can give them attention while they're out in their playgroups. We ask that you please refrain from opening the cages, and have a staff member assist you if you'd like to see one of the cats that's in its cage.

Dog Care: Our dogs must get out of their kennels and get some exercise. We need people to take them for walks and to spend time playing fetch with them out in the yard. We are also in need of people with some obedience training experience to help teach our dogs some basic commands. Our dogs also would benefit from being brushed and bathed. If you would like to walk our dogs, we ask that you please attend a short, informational training session. This helps our dogs learn consistent commands from each handler.

Special Events: We have several large fund raisers throughout the year including a golf tournament, a walkathon, an art auction, a bowling fundraiser and pictures with Santa. We need volunteers to help set up before the events and to help clean up after the events, and to greet and chat with the public. We would also like to have more fundraisers, so we welcome any suggestions!

Offsite Adoptions: Several businesses, in Syracuse, Utica and Rome have invited us to bring some cats and dogs to their stores a couple of days each month. We need volunteers to drive a few animals (plus their cages and supplies) to these sites, set up the cages, stay for a couple of hours and talk with potential adopters about our pets. Occasionally we also go to adoption events and we need several volunteers to help set up our booth there.

Pet Therapy: Our well behaved cats and dogs visit nursing homes and DSO homes in the area. We need volunteers to drive a cat and a dog to pet therapy appointments and walk through the facilities with them to visit the residents. These pet therapy appointments are generally on weekday mornings and afternoons.

PetSmart: Last year some of our cats started living at the New Hartford PetSmart Adoption Center! We need volunteers to cover shifts Monday-Friday from 5:00-7:00 and Saturday and Sunday 2:00-4:00. Volunteers go straight to Petsmart, clean the cats cages, give the cats food and water, interact with customers and process adoptions.

Lead Volunteer: Will contact, coordinate and oversee volunteers at specific events, and report back to the Fundraising Coordinator.

RELEASE

1. I agree to release, discharge, indemnify and hold HSR harmless for any and all damage to my personal property while performing my volunteer services to HSR in a voluntary capacity.
2. I recognize that in handling animals at HSR while performing my volunteer services there exists a risk of injury including personal physical harm. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless HSR, its agents, servants, and employees from any and all claims, causes of action or demands, of any nature or cause connected with my Volunteer agreement. This might include costs and attorney's fees and court costs incurred by HSR in connection with my damages or injuries and personal property damage.
3. I understand that public relations are an important part of Volunteering for HSR. I, therefore, agree on behalf of myself, my heirs, personal representatives and executors to allow HSR to use any photographs taken of me for use in public relations efforts. HSR will us reasonable efforts to notify me but such notification is not a condition of the photographs release for public relations purposes.
4. I agree to allow the HSR to contact my veterinarian and any other charitable organizations that I have worked for in the past and to inquire of them about my character and performance as a volunteer or employee in the past. Additionally I authorize HRS to notify any other animal shelter or charitable organization of any misconduct or criminal behavior on my part and to hold HSR harmless as long as the information that is released is done so in good faith so as to protect animals and the public good.
5. I agree to allow HSR to conduct a criminal background check on me at any time at the expense of HSR. I agree to allow HSR to make and keep a photocopy of my driver's license as part of my application.

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OF THE FOREGOING VOLUNTEER AGREEMENT AND THAT I WILL COMPLY WITH THE SAME.

Date _____ Signature of Applicant _____

Signature of HRS representative _____

PARENT OR LEGAL GUARDIAN

As a parent or legal guardian of the above named Volunteer, I hereby give my consent to allow my (child, ward) to volunteer services for HSR as described within this Volunteer Agreement. I have read this Volunteer Agreement and fully understand its terms and conditions. On behalf of myself and my (child, ward), I agree to all terms and conditions as set out in this Volunteer Agreement paying special attention to the Release section herein.

Date _____ Signature of Parent/Guardian _____

Signature of HSR representative _____