



WELCOME

Welcome to The Palm Valley Animal Center from your new two-legged and four-legged friends! We appreciate your interest in our volunteer program and share your desire to make the world a better place for the animals with which we co-exist. As a non-profit organization, we depend on our volunteer staff, your time and your talents to enable us to provide quality care for the animals at the shelter and in our community.

As our community grows, so does our need for the dedicated volunteers to compliment the efforts of our staff to provide a clean, safe kennel environment, TLC for the animals we serve, and to promote humane education and the respectful treatment of animals.

It is our intention to provide you with as much information available about our volunteer opportunities so that you may carefully consider the commitment you are making. There will be periodic training sessions offered, some mandatory, but most optional. The orientations and workshops are designed to keep you informed, safe, and to increase your skills in handling animals.

As you become familiar with the various volunteer programs, it is likely that you will develop multiple interests. If you are ready to explore a new program, let us know and we can sit down and introduce you to the different aspects of that particular curriculum.

It is our hope that you will discover your volunteer efforts at the shelter to be enjoyable and rewarding. You can be certain that your efforts are truly appreciated by the staff and the animals you work with!



Volunteer Application

Welcome to the Palm Valley Animal Center Volunteer Program.

PLEASE READ CAREFULLY BEFORE COMPLETING APPLICATION.

All new volunteers are required to complete a Volunteer Application and attend a Volunteer Orientation. There is no minimum age requirement for volunteers. Volunteers under the age of 16 are required to volunteer with a parent. Volunteers ages 16 and older can volunteer without a parent. *Please print neatly.*

School Groups that are interested in volunteering here at the center or want to do service projects, please contact the Volunteer Coordinator for more information and a one day release waiver.

Last Name _____ First Name _____ Date of Birth ____/____/____

Parents Name (if under 18) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone (home) _____ Phone (cell) _____

Email _____ *Your email address is important for communication and announcements –you will not be spammed and your email address with not be shared.*

Previous Volunteer Experience _____

Why do you want to volunteer at the Palm Valley Animal Center? _____

Do you have any disabilities that need to be accommodated? If so please explain _____

Do you own pets? Dogs _____ Cats _____ Other _____ Spayed/Neutered _____

Describe your experience working with animals _____

When are you available to volunteer?

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>

What type of position interests you?

- | | |
|---|---|
| <input type="checkbox"/> Walking Dogs | <input type="checkbox"/> Assist with Telephone duties |
| <input type="checkbox"/> Adoption Assistant | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Grooming Bathing | <input type="checkbox"/> Booth set up for events |
| <input type="checkbox"/> Off-site Adoption Events | |
| <input type="checkbox"/> Greeters | |
| <input type="checkbox"/> Foster Care | |
| <input type="checkbox"/> Socializing Cats | |
| <input type="checkbox"/> Construction | |
| <input type="checkbox"/> Newsletter collating, folding,
labeling | |

Would you be willing to volunteer off shelter premises? _____ Yes _____ No

In case of emergency contact:

Name: _____ Relation: _____ Phone: _____

*The Palm Valley Animal Center recommends that all shelter volunteers be current on their Tetanus vaccination.

Volunteers 18 Years Old and OVER...

I confirm that the information provided on this application is correct. I understand the commitment involved and acknowledge that my service is offered at my own risk. I agree to adhere to policies and carry out my duties as a Palm Valley Animal Center volunteer effectively.

Signature: _____

Date: _____

Volunteers 17 Years Old and Younger...

* All the volunteers under the age of 18 must include a parent or guardian signature. As a parent or guardian, I understand that my son/daughter volunteers at his/her own risk. I hereby grant permission for him/her to perform volunteer work for the Palm Valley Animal Center.

Signature: _____

Date: _____

Palm Valley Animal Center
VOLUNTEER SERVICE AGREEMENT

As a volunteer at The Palm Valley Animal Center, I agree to:

- Hold as absolutely confidential all information that I may obtain, directly or indirectly, concerning clients and staff. I agree not to seek to obtain confidential information from a client. I understand that an intentional or unintentional violation of confidentiality may result in termination by the Center and/or possible legal action by others.
- Become familiar with the organization's policies and procedures and uphold philosophy and standards.
- Donate my services to the organization without contemplation of compensation.
- Conduct myself with dignity, courtesy and consideration for others, and endeavor to make my work professional.
- Attend orientation and in-service trainings as scheduled.
- Carry out my assignments and seek assistance from the job supervisor when necessary.
- Take any job-related problems, concerns or suggestions to my job supervisor.
- Adhere to the department's sign-in procedures.
- Notify the Palm Valley Animal Center when I choose to discontinue my volunteer service.

I understand that the Palm Valley Animal Center reserves the right to terminate my volunteer status as a result of the following:

- Failure to comply with organizational policies, rules and other regulations.
- Unsatisfactory attitude, work or appearance.
- Any other circumstances which, the judgment of the Palm Valley Animal Center and/or job supervisor, would make my continued service as a volunteer contrary to the best interest of the shelter.

I have read and understand each of the above conditions and my signature below indicates that I agree to be bound by them.

Signature _____

Date _____

**Palm Valley Animal Center
VOLUNTEER SERVICE AGREEMENT**

I understand that I will not be compensated monetarily for the work I do with the Palm Valley Animal Center

I will report any accident or injury to my supervisor immediately so an accident/injury report can be filled out.

By signing this document, I attest to have read, understand and agreed with the above.

Volunteer Signature _____ **Date** _____

The Palm Valley Animal Center feels it is important to have a tetanus vaccination before joining the volunteer team. To emphasize that importance, we ask you to read and sign the following waiver.

I understand that because I handle animals, it is important to discuss being vaccinated against tetanus with my physician.

I release the Palm Valley Animal Center from all responsibility that may occur because of my not pursuing this matter further, I understand that whatever decision I make is at my own risk.

I have read, understood and agreed to the above.

Volunteer Signature _____ **Date** _____

I understand that the behavior of domestic animals is sometimes unpredictable and that some domestic animals are capable of inflicting serious personal injury or death, as well as extensive property damage. Knowing the risk of handling domestic animals, I agree to assume those risks and to release, indemnify and hold harmless The Palm Valley Animal Center, and its Officers, Directors, Employees, or Board Members for any and all personal injury and property damage resulting from my volunteer work.

By signing this document, I attest to have read, understand and agreed with the above.

Volunteer Signature _____ **Date** _____

The Palm Valley Animal Center would like let you know that there is a possibility that your picture will be taken during your time here at the center. These pictures are used for Community Outreach purposes such as volunteer flyers, advertising, and other projects. If you don't want your pictures used please let us know. Thank You.

Yes, it is ok to use my pictures for outreach purposes.

No, I do not want my pictures used for outreach purposes.

Volunteer Signature _____ **Date** _____