



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!



**Palm Valley Animal Center
VOLUNTEER APPLICATION**

Name _____

Address, City, State, Zip _____

Phone (Home) _____ (Work) _____

Email _____

Are you: 14-17 _____ 18 or older _____

Birthday (day/month/year) _____

Allergies or physical restrictions _____

Do you belong to an organization, if so, which one? _____

How did you hear about the Center?

Why do you want to volunteer at the Center?

Please list any pets you currently own (or have owned in the past)

ANIMAL EXPERIENCE

_____ Veterinary Hospital

_____ Dog Grooming

_____ Pet Sitting/Boarding

_____ Farm Animals

_____ Dog Obedience

_____ Cat Grooming

OTHER EXPERIENCE, SPECIAL SKILLS, STRENGTHS, TALENTS:

VOLUNTEER WORK PREFERENCE

- | | |
|--|---|
| <input type="checkbox"/> Shelter | <input type="checkbox"/> Garden |
| <input type="checkbox"/> Dog Walking | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Pet Transport | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Phones | <input type="checkbox"/> Foster Care |
| <input type="checkbox"/> Clerical/Office | |

When are you available to volunteer?

Weekdays Weekends 8:00am –Noon Noon-4:00pm 4:00pm – 6:00pm

Would you be willing to volunteer off the Center premises? Yes No

Anything else you would like to say about yourself?

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 an Upper Valley Humane Society volunteer effectively.

Signature: _____ **Date:** _____

Volunteers 14-17 Years Old...

* All volunteers ages 14-17 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 Upper Valley Humane Society.

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