



Homeward Bound Pets Adoption Shelter, Volunteer Application

Date: _____

Our mission is: Improving the lives of dogs and cats through adoptions and community partnership. Volunteers are needed 7 days a week, 365 days a year. Volunteers under 18 must be accompanied by a parent or legal guardian.

Name: _____ **Date of Birth:** _____

Address: _____

City/State/Zip _____

Phone: Home _____ **Cell** _____

Email: _____

Emergency Contact

Name _____ **Phone:** _____

Do you have any medical, physical or psychological limitations or disabilities (such as asthma, allergies, back problems)? If yes, please explain:

Have you volunteered and/or participated in the community service program with Homeward Bound Pets before? Yes/No If yes, when?

Why do you want to volunteer with Homeward Bound Pets?

NOTES - For HBP Use Only

Socialization Hours: Monday-Sunday from 10:00-4:00pm.

Cattery/Kennel Volunteer shifts are available: Monday-Sunday from 8:00-11:00am.

Office Volunteer shifts are available: Tuesday-Saturday from 9:00-12:30 *or* 12:30-4:00.

Volunteer Opportunities:

Cattery: Including socializing cats, grooming cats, sweeping, mopping, cleaning litter boxes, washing dishes, doing laundry.

Dog Kennels: Including playing with dogs, walking dogs, grooming dogs, cleaning dog kennels, picking up poop, laundry.

In which of the above area(s) would you be interested in volunteering?

When are you available? _____

HBPets Policies:

- Sign in, in the Volunteer Log and put your name tag on when you arrive
- No smoking anywhere
- No earbuds allowed
- Stay busy and self-motivated at all times
- Listen to Staff when given direction
- Do a complete and thorough job, our animals depend on you.
- Always be kind and respectful to all animals.
- No foul language will be tolerated
- Observe all posted signs
- Call the shelter at least 1 hour before your shift if you can't make it.
- Before you leave, notify a staff member and sign out.

Thank you very much for your interest in becoming a volunteer for Homeward Bound Pets.

I have read the policies above and agree to the terms and conditions. I also acknowledge receipt of a copy of this document.

Signature _____

Parent/Guardian Signature (if volunteer is under 18) _____

Date _____

Homeward Bound Pets

Rules and Regulations for Volunteers

1. YOU MAY NOT MAKE ANY DECISION ABOUT THE CARE OR DISPOSITION OF ANY ANIMAL WITHOUT THE APPROVAL OR AUTHORIZATION OF THE SHELTER MANAGER OF HOMEWARD BOUND PETS OR HER/HIS DESIGNEE, ESPECIALLY IN THE CASE OF MEDICATION OR EUTHANASIA.
2. Check in daily with a staff member for any special instructions regarding specific animals.
3. Enter the requested information in the Volunteer Sign-In book located in the office.
4. Become thoroughly knowledgeable about the duties for which you are volunteering. Procedures and protocols have been developed to ensure the health and safety of the animals under our care. It is extremely important that you follow them. Ask questions if you are unsure about any procedure or protocol.
5. Expect to have your work reviewed from time to time. As stated above, the health and safety of the animals under our care is our first commitment. We must be certain that all procedures and protocols are being followed. Periodic reviews provide time to demonstrate your understanding of your volunteer duties, to ask questions, and to gain a deeper knowledge of our mission and work.
6. If an animal appears to have an illness or exhibits any unusual or undesirable behavior, report it to a staff member as soon as possible.
7. Never strike an animal or speak to an animal in a harsh or unkind tone of voice.
8. Be kind and caring. The animals under our care depend on us for shelter, nourishment, love, affection, socialization, and kind words. This is their home while they are with us. Highly socialized and trusting animals are more adoptable. Help us help them find their forever homes by being someone they can trust and depend no matter what.
9. In general, volunteers are expected to conduct themselves in a professional manner at all times while on the premises of Homeward Bound Pets.
10. Keep in mind that answers to questions from visitors and potential adopters reflect directly on Homeward Bound Pets. It is important to use good judgment when deciding which questions are best answered by a staff member and which are appropriate for you to answer.

I have read the Rules and Regulations above and agree to the terms and conditions. I also acknowledge receipt of a copy of this document.

Volunteer (please print) _____

Volunteer Signature _____

Parent or Guardian Signature (if volunteer is under 18) _____

Date _____

Volunteer Code of Ethics

As a volunteer representing Homeward Bound Pets, your conduct and interaction with staff, other volunteers and the public is expected to always be professional and courteous. By volunteering, you are making a commitment to staff and animals to carry out, to the best of your abilities, the tasks you have pledged to perform.

The Volunteer Code of Ethics clarifies the expectations and principals for Homeward Bound Pets volunteers. Should a volunteer display unprofessional, dishonest or disrespectful behavior or exhibit a lack of self discipline, the volunteer will be asked to leave the premises. Such behavior could be grounds for termination of volunteer status.

As a Homeward Bound Pets Volunteer, I pledge to:

Respect

- Respect others even though I may not agree with them
- Display courtesy, sensitivity, consideration and compassion for people and animals
- Use good judgment in recognizing the scope of authority of staff members

Safety

- Keep safety at the forefront of all volunteer activities
- Follow the rules presented to me in training
- Respect and use equipment and supplies as they are intended
- Report all injuries immediately to a staff person

Quality

- Perform all tasks to the best of my ability
- Ask for help when needed
- Recognize training is essential to maintain safe shelter practices

Self Discipline

- Recognize my limitations and those of others
- Set boundaries for myself – know my limits with the animals and other activities
- Hold myself accountable for the commitments I undertake

Communication

- Recognize I communicate both verbally and non-verbally
- Listen to the needs of others
- Advise shelter personnel of relevant information regarding the animals and my involvement at the shelter

Commitment

- Recognize that commitment comes from within
- Respect that people and animals count on me to honor my commitments
- Work together with staff and other volunteers to meet HSVB's goals

Welfare

- Value my role in the maintenance and growth of the organization
- Strive to promote a positive environment
- Respect and support all people and animals

Youth Volunteer Signature

Date

Parent/Guardian Youth Volunteer Signature

Date

Homeward Bound Pets Humane Society

Volunteer Waiver & Release

I, _____, wish to volunteer for Homeward Bound Pets Humane Society (Homeward Bound). I understand that volunteering for Homeward Bound may involve work or activities at the Homeward Bound Pets Shelter, the Homeward Bound Pets Thrift Store, the Homeward Bound Pets Spay/Neuter Clinic, the Homeward Bound Pets Foster Program, and/or other events or activities that may occur from time to time, including but not limited to operating motor vehicles, fundraising or social events. All of the above activities may involve working with and being in contact with dogs and cats. I understand that working with or coming into contact with dogs and cats may be hazardous, and may involve contact with animals that can be unpredictable at times.

In consideration of being allowed to work as a volunteer for Homeward Bound, I understand and agree that Homeward Bound, and its directors, officers, employees, volunteers, and adoption partners, are not liable to me for any injuries, damage, or loss of any kind, including but not limited to bodily injury, death, loss of or damage to personal property, or other accidents, whether or not such injury, death, damage, loss or accident was caused in whole or in part by fault or negligence of Homeward Bound or any third party. I, my heirs, successors, insurers, assigns and personal representatives, therefore release, hold harmless, and agree to indemnify Homeward Bound and its directors, officers, employees, volunteers, adoption partners, insurers, agents, and any related entity or person from any and all liabilities, claims, demands of any nature, charges, expenses, causes of action or damages, whether known or unknown in law or equity, that may result directly or indirectly from my volunteer activities of any kind on behalf of Homeward Bound, and/or any conduct or activities of the Homeward Bound Board or anyone acting on the Board's behalf.

I understand that Homeward Bound is an organization that is very involved with the community. Therefore, I authorize Homeward Bound to use any picture of me in its possession for public relations purposes.

Volunteer Signature

Date

Parent/Guardian Signature (if volunteer is under 18)

Date