Bonnyville & District SPCA
5601 -54th Ave. Box 5444
Bonnyville, AB.
780-826-3230

VOLUNTEER APPLICATION FORM

LAST NAME:	**FIRST NAME:**
○ **MALE** ○ **FEMALE**	**ARE YOU AT LEAST 18 YEARS OLD?**

ADDRESS:

DRIVERS LICENSE # **A COPY OF ID WILL BE TAKEN**

OWN TRANSPORTATION: ○ **NO** ○ **YES**

HOME PHONE#	**CELL PHONE#**	**EMAIL:**

CURRENT OCCUPATION/EMPLOYER:

PHONE#

EMERGENCY CONTACT PERSON: **PHONE #**

PLEASE LIST ANY MEDICAL ISSUES THE SPCA SHOULD BE MADE AWARE OF:

ONE OF THE GREATEST GIFTS YOU CAN GIVE IS YOUR TIME! VOLUNTEERS ARE JUST ORDINARY PEOPLE WITH EXTRAORDINARY HEARTS. THEY MAKE A DIFFERENCE IN THE LIVES OF OUR FURBABIES!

PLEASE CHECK THE AREAS OF VOLUNTEERING THAT INTEREST YOU:
VOLUNTEERING AT THE SHELTER / FUNDRAISING VOLUNTEERING:

○ **BUILDING MAINTENANCE: PAINTING, FIXING FENCES ETC.** ○ **ELECTRICAL/PLUMBING/CONSTRUCTION** ○ **YARD MAINTENANCE: GRASS CUTTING AND WHIPPING, SNOW REMOVAL**	○ **BOTTLE PICKUP** ○ **BBQING** ○ **ORGANIZING** ○ **FUNDRAISING EVENTS** ○ **BARTENDING** ○ **CASINO EVENTS** ○ **AUCTION EVENTS** ○ **COAT CHECK** ○ **BOARD MEMEBER**	**IF YOU HAVE SPECIAL SKILLS TO HELP US IN A SPECIFIC AREA IS NOT LISTED PLEASE LET US KNOW:**
○ **CAT/KITTEN SOCIALIZATION** ○ **CAT KENNEL CLEANING/ SANITATION** ○ **PUPPY/KITTEN FOSTERING**		
○ **DOG WALKING** ○ **DOG SOCIALIZATION** ○ **DOG KENNEL/YARD CLEANING**		

PLEASE CALL US WHEN YOU ARE AVAILABLE TO VOLUNTEER OR TELL US TIMES THAT INTEREST YOU OR LIST AVAILABILITY AT TOP OF PAGE. EXAMPLE WEEKENDS, MORNINGS, EVENINGS ETC. WE APPRECIATE ANY TIME YOU HAVE AVAILABLE TO VOLUNTEER.

The Bonnyville & District SPCA will not accept an individual as a volunteer if they have been charged with any acts of violence directed towards an animal, person or property, or any other offence that would raise concern for the safety or security of the Society's personnel and property**. The Bonnyville & District SPCA has the right to refuse any volunteer application.**

Non-Disclosure Agreement
In the course of your volunteer activities, you may have access to confidential information. Volunteers must not release information or make public statements about The Bonnyville & District SPCA without prior authorization. All volunteers working with confidential information will be asked to sign a non-disclosure agreement before starting their volunteer activities. Volunteers must not release any information to the media unless specifically requested to do so.

Rules, Regulations and Guidelines

I have been provided with and have reviewed the Bonnyville & District Rules, Regulations and Guidelines for all Visitors and Volunteers and I agree to comply with all of the requirements set out in that document. I understand that failure to follow the Rules, Regulations and Guidelines may result in my volunteer status being revoked.

By my signature I acknowledge I have read, understand and agree to the above information in detail and have voluntarily accepted it. I certify that the above information provided here is accurate and complete. I authorize reference and employment verification, background and police checks as necessary for any or all positions.

BY SIGNING THIS APPLICATION, YOU AGREE TO MAINTAIN COMPLETE CONFIDENTIALITY WITH REGARDS TO ANY INFORMATION YOU MAY HEAR OR SEE OF THE BONNYVILLE & DISTRICT SPCA, ITS CLIENTS, ITS VOLUNTEERS, ITS STAFF AND ITS MEMBERS.

NAME: _____
(PLEASE PRINT)

SIGNATURE OF VOLUNTEER:

_____

SIGNATURE OF PARENT/GUARDIAN:

_____
(PARENT/GUARDIAN SIGNATURE IS REQUIRED IF VOLUNTEER IS UNDER THE AGE OF 16)

NOTE: Any volunteer applying to be a foster family must provide veterinary proof of their own animal's vaccination records, showing their animals are current and up to date with all vaccinations. Without proof of current vaccinations for their animals, a volunteer will not be considered for a foster family.

☐ **Photography Permission**. I give permission to The Bonnyville & District SPCA to photograph me or my child for use in any Bonnyville & District SPCA publication, educational, advertising or social media purposes.

RELEASE OF LIABILITY AND WAIVER OF CLAIMS

(To be executed by Participants over the Age of 18)

WARNING! By signing this document, you will waive certain legal rights. Please read carefully.

1. **This is a binding legal agreement. Clarify any questions or concerns before signing. In consideration of the opportunity to Volunteer with the Bonnyville & District SPCA (the Organization),** the undersigned, being the Volunteer, acknowledges and agrees to the following terms:

Description of and Assumption of Risks

2. There are foreseeable and unforeseeable inherent risks, hazards and dangers in volunteering with the Organization including without limitation:

    a) Animal bites and scratches
    b) Injuries arising from contact with animals including but not limited to viruses, bacteria, parasites, fungal diseases, etc.)
    c) Allergic reactions to fur, dust, insects, chemicals
    d) Exposure to bodily fluids such as urine, blood, and feces
    e) Slips, trips, falls
    f) Loud noises
    g) Exposure to extreme weather temperatures
    h) The potential for sickness, disease and contagion including but not limited to Zoonotic diseases and COVID-19 and for serious bodily injury including sprains, strains and burns, permanent disability, paralysis and loss of life;

3. The Volunteer understands and acknowledges that there are risks, dangers and hazards inherent in volunteering with the Organization, including the risks, dangers and hazards described above (the “Risks”).

4. The Volunteer understands that the Risks may be caused in whole or in part by the Volunteer’s own actions or inactions, the actions or inactions of others participating in or present while the Volunteer is volunteering, or the negligent acts or omissions of the Organization.

5. The Volunteer expressly and voluntarily assumes the Risks and the responsibility for any damages, liabilities, losses including loss of income, expenses, or any other related losses arising from the Risks as a result of the Volunteer’s participation in the Activities.

    ☐ ***I have read and agree to be bound by paragraphs 1-5***

Release of Liability and Waiver

6. The Volunteer waives any and all claims that they may have now or in the future against the Organization and covenants not to sue the Organization.

7. The Volunteer forever releases the Organization from any and all liability to and from any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses (including property loss or damage), actions, judgments, and costs (including legal fees) (collectively, the “Claims”) which they have or may have in the future, that might arise out of, result from, or relate to participation in the Activities, caused by any manner whatsoever, including but not limited to, negligence, gross negligence, negligent rescue, omissions, carelessness, breach of contract and/or breach of any statutory duty of care of the Organization.

☐ ***I have read and agree to be bound by paragraphs 6-7***

Acknowledgement

8. I acknowledge that I have read and understand this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon me, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators, trustees and legal or personal representatives. I further acknowledge by signing this agreement I understand that I have waived my right to maintain a lawsuit against the Organization and released the Organization from any claims that I may have against the Organization for any injuries, loss or damage arising out of my participation in the Activities.

_____	_____	_____
Name of Volunteer (print)	Signature of Volunteer	Date

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INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT

(To be executed by Participants under 18 and a Parent or Guardian)

WARNING! By signing this document, you will assume certain risks and responsibilities. Please read carefully

1. The Volunteer and Parent or Guardian understand and acknowledge that there are risks and dangers associated with volunteering with the Bonnyville & District SPCA (the "Organization") including risks of injury due to the unpredictable nature of animals.

2. The Volunteer and Parent or Guardian understand that these risks may be caused in whole or in part by the Volunteer's own actions or inactions, the actions or inactions of others participating in volunteering activities, or the negligent acts or omissions of the Organization.

3. The Volunteer and Parent or Guardian hereby expressly assume all risks and responsibility for any damages, liabilities, losses including loss of income, expenses, or related loss which they incur as a result of the Volunteer's activities with the Organization.

4. The Volunteer and Parent or Guardian acknowledge that each of them have read and understand this agreement, that each of them has executed this agreement voluntarily, and that this agreement is to be binding upon them, their heirs, spouse, children, parents, guardians, next of kin, executors, administrators, trustees and legal or personal representatives

5. The Volunteer and Parent or Guardian further acknowledge by signing this agreement each of them have waived their right to maintain a lawsuit against the Organization for injury to the Volunteer and have released the Organization from any claims that either of them may have against the Organization for any injuries, loss or damage arising out of the Volunteer's participation in the Activities.

Name of Child/Youth: _____

AGE: _____

Parent Signature: _____

Telephone # _____ Date: _____

RULES AND GUIDELINES FOR VOLUNTEERS

1. All volunteers are required to complete the Volunteer Liability & Waiver Form prior to working in the facility.
2. All volunteers entering the facility shall record arrival and departure times as well as their activities on the sign-in sheet at the front main entrance.
3. All volunteers must keep track of their hours on the Volunteer Hour Sheet.
4. All volunteers entering the shelter shall sanitize their hands at the main entrance before and after handling any animal.
5. A parent or adult supervisor must accompany any volunteers under the age of 18 years old.
6. The Shelter Manager or Shelter Supervisor will be responsible for coordinating volunteers and their activities.
7. Volunteers are required to follow set volunteer times of the facility. Volunteers shall not enter the facility after-hours on their own. Volunteers shall always be working with a shelter staff member while at the facility.
8. Volunteers will wear volunteer identification and apparel while on duty during the activities or event.
9. Volunteers are required to wear appropriate clothing and to be well-groomed; clothing must not be revealing or have inappropriate/insulting designs or words. Sweatpants/jogging pants are not acceptable to wear.
10. All people and animals are to be treated with respect and courtesy at all times.
11. Any injury or incident to a person or animal must be reported immediately to a shelter staff member.
12. No volunteer is allowed in the Isolation Area of the building or in the outside Isolation Kennel area. This is to prevent the spread of any disease. Any disregard to this will result in a shelter staff member informing the volunteer to leave the premises immediately.
13. No volunteer shall enter the upstairs storage area in the dog building. No volunteer is to use ladders.
14. Permission must be given to volunteers from a shelter staff member to enter any dog kennels or the outside play yards.
15. Permission must be given to volunteers from a shelter staff member to open any cat kennels or to take a cat out.
16. Any volunteer taking a dog for a walk off the facility property must have a cell phone on themselves for the shelter to contact them when required. Dogs must be leashed at all times while on a walk off of the facility premises. Volunteers are to follow any and all instructions given by a shelter staff member.
17. Any volunteer exercising dogs shall ensure all waste is removed, bagged, and thrown into the garbage and that the walkways/runs are properly hosed and sanitized prior to leaving the facility.
18. When taking any dog for a walk on a leash, the dog is to be removed using their outside kennel gate; their kennel gate may remain open so that the dog can be returned to the correct kennel.
19. All collars and leashes must be secure on the dog.
20. After grooming a dog or cat, the brush/comb must be put into the sink for the shelter staff to sterilize. Volunteers must use a new brush/comb for each dog or cat.
21. Feeding the dogs or cats is not permitted unless approved by a shelter staff member.
22. During activities or events volunteers represent the Bonnyville & District SPCA and should conduct themselves accordingly.
23. Volunteers will be considerate, helpful, and work as a team member with all other volunteers, staff and personnel.
24. Volunteers will make every effort to be on time for their shift and will not expect others to cover for them. If a volunteer is unable to work a shift, they should contact the Shelter Manager or Shelter Supervisor in advance.
25. Volunteers will respect the confidence of the Bonnyville & District SPCA and its partners. Defamatory or negligent statements will not be tolerated.
26. All volunteers understand they will not receive any pay for their services during their activity or event, either in the form of money or free tickets.
27. At no time are any volunteers or unauthorized personnel to make themselves available to answer any questions or to be interviewed by any media. If you are approached by the media, politely decline to answer any questions and direct inquiries to the Shelter Manager.
28. No alcohol or drugs are permitted while on shift. No smoking or vaping is permitted while on shift.

Note: The above rules and guidelines may be changed at any time by the Shelter Manager and or the Bonnyville & District SPCA Board of Directors in order to stop the spread of a contagious disease or government restrictions are in place; such as Covid-19 restrictions.