

For office use only
Orientation date _____
Excel spreadsheet _____
Email list _____



**Humane Society of Southwest Missouri
Volunteer Application**

3161 W. Norton Road
Springfield, MO 65803
417-833-2526
www.swh.org

Today's Date _____

You must be at least 16 years old to complete the volunteer application. If you are younger than 16, your parent or legal guardian must complete the application for you. Everyone under the age of 18 must have their parent or guardian sign the volunteer agreement and waiver of liability (attached).

You must purchase a volunteer T-shirt to wear whenever volunteering at the Humane Society.

PLEASE PRINT LEGIBLY!

Name _____

Address _____

City _____ State _____ ZIP Code _____

Home Phone _____ Cell _____

Date of Birth _____ Email address _____

All volunteers must be at least 10 years old. If they are under the age of 16, they must be accompanied by their parent or legal guardian at all times. Only one child per parent or guardian at a time is allowed for safety reasons. Please list volunteers under age 16 who may accompany you.

Name	Age	Relationship to You
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_____	_____	_____
_____	_____	_____

Emergency Contact _____

Phone _____ Alternate Phone _____

-Have you ever adopted a pet from Humane Society of Southwest Missouri? _____

-Are all of the dogs and cats living in your home current on vaccinations? _____

(Although unlikely, it is possible to transfer communicable illnesses to your pets if they do not have up-to-date vaccinations.)

-Are all of the dogs and cats in your home spayed or neutered? Yes No

-Can you commit to volunteering 8 hours per month for the next 6 months? Yes No

-Have you ever been convicted of a felony? Yes No

If yes, please explain.

PLEASE READ THE FOLLOWING CAREFULLY.

The Humane Society is an open-admission facility and never turns any dog or cat away. We receive more animals than we have the resources to care for. Therefore, the Humane Society is forced to euthanize animals as a last resort. At no time will you, as a volunteer, be involved in the euthanasia process.

Please initial _____

I understand it is recommended that I have an up-to-date TETANUS vaccine, in the chance that I am scratched or bitten. This is not a requirement to volunteer, but is strongly advised. TETANUS vaccines need to be updated every 10 years. A TETANUS vaccination may be obtained by my physician, at my own expense.

Please initial _____

I give my permission to the Humane Society of Southwest Missouri to verify the information.

Signature _____ **Date** _____

The Humane Society of Southwest Missouri reserves the right to decline any volunteer application for any reason. This may include, but is not limited to, any area where there is a conflict of interest. If you have questions, please contact the Volunteer Coordinator at 417-833-2526, ext. 229, or volunteers@swh.org.

Volunteer Conduct and Work Rules

To ensure orderly operations and the best possible work environment, the Humane Society of Southwest Missouri expects volunteers to follow rules of conduct that protect the interests and safety of everyone. The following list, though not comprehensive, provides examples of conduct that may result in disciplinary action, up to and including termination of volunteer activities, without warning:

- Removal of an animal from the Humane Society of Southwest Missouri without permission of the Executive Director.
- Willful disregard of supervisory directives or instructions.
- Insubordination or other disrespectful conduct.
- Theft or inappropriate removal or possession of property.
- Volunteering under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs while volunteering.
- Fighting or threatening violence in the workplace.
- Sexual or other prohibited, unlawful, or unwelcome harassment.
- Use of Humane Society computer software, email access, and/or Internet for other than volunteer duties.

I HAVE READ THE ABOVE CAREFULLY AND AGREE TO COMPLY.

PLEASE INITIAL _____

Humane Society of Southwest Missouri

Volunteer Agreement

I, _____ (hereafter referred to as "Potential Volunteer") agree to the following:

1. I fully understand and agree that I am not an employee of the Humane Society of Southwest Missouri;
2. My services are provided in a volunteer capacity without any expectation or promise, whether expressed or implied, of salary, compensation, or payment of any kind and without employment-type benefits including, but not limited to, insurance programs, worker's compensation benefits, vacation or sick-time;
3. I will perform my volunteer duties to the best of my abilities and in a professional manner;
4. I will familiarize myself with the Humane Society of Southwest Missouri's policies and procedures and agree to comply with those at all times. These include policies and procedures related, but not limited to, record keeping, animal handling, and emergency procedures;
5. I will be present at all scheduled volunteer shifts and carry out my responsibilities promptly and reliably. If I cannot be present for a scheduled shift, I will give adequate notice to the Humane Society of Southwest Missouri facility so that alternate arrangements can be made;
6. I accept the guidance, evaluation, and direction of the Volunteer Coordinator and the staff supervisor to whom I report;
7. I shall maintain the reputation and integrity of the Humane Society of Southwest Missouri at all times by adhering to the guidelines set forth in the Volunteer Manual and policies and procedures including, but not limited to, confidentiality of information conveyed to volunteers unless said information has been released to the public;
8. All concerns, issues, and/or suggestions regarding the Humane Society of Southwest Missouri will be conveyed to the Volunteer Coordinator or Executive Director. I agree to not discuss such topics in public or media forums;
9. I will notify the Volunteer Coordinator with the appropriate notice of extended leave or resignation;
10. I understand that failure to comply with any or all of the above stated requirements can result in corrective action up to and including dismissal from volunteer duties with the Humane Society of Southwest Missouri.

Media Contact

I understand that all contact with the media whether print, television, radio, Internet or other shall be handled by the Humane Society of Southwest Missouri's Executive Director. I agree that unless I am asked by the Executive Director to be the part of a story of feature, I am not permitted to talk with or contact the media as a representative of the Humane Society of Southwest Missouri. I understand that failure to comply with this policy may result in dismissal from the volunteer program at the Humane Society of Southwest Missouri.

Completion of this agreement does not guarantee acceptance to the Humane Society of Southwest Missouri's volunteer program. That decision shall be made after a review of the Potential Volunteer's application.

Volunteer Signature

Date

Parent or legal guardian signature if volunteer is under 18

Date

Assumption of Risk, Release & Indemnification Agreement

I recognize and acknowledge that in performing my volunteer services for the Humane Society of Southwest Missouri, which may include the handling of animals, there is a risk to me of physical harm and/or damage to my property. For myself, my heirs, personal representatives and all others who may claim through or by virtue of me, I hereby assume and accept all risks arising or resulting from, or which are claimed to arise or result from, my acting as a volunteer for the Humane Society of Southwest Missouri.

For myself, my heirs, personal representatives and all such others, I hereby assert that the Humane Society of Southwest Missouri, its officers, employees, directors, agents and servants thereof are held harmless from and to indemnify them against any and all claims, demands, lawsuits, damages, actions, liabilities and costs or expenses of any and every kind including, but not limited to, the reasonable fees of the Humane Society of Southwest Missouri's attorneys in any manner arising from, growing out of or resulting from, or claimed to arise from, grow out of or result from my being and performing service as a volunteer.

Without in any manner limiting the foregoing, I specifically acknowledge that by signing below, I am accepting all risks of, waiving all claims resulting from, personal injuries to me and for damages to my property occurring as a consequence of my being or performing services as a volunteer for the Humane Society of Southwest Missouri.

I understand that public relations are an important part of volunteering at the Humane Society of Southwest Missouri. I therefore agree for myself, my heirs and personal representatives to permit the taking and use, as the Humane Society of Southwest Missouri sees fit, any photographs taken of me during my volunteer duties for public relations purposes.

I ACKNOWLEDGE AND AGREE THAT I HAVE READ AND FULLY UNDERSTAND THE TERMS OF THE ABOVE AGREEMENT ("Agreement"), AND THAT I HAVE HAD THE OPPORTUNITY TO ASK ANY QUESTIONS WHICH I WISHED TO ASK AND THAT ANY QUESTIONS WHICH I ASKED WERE ANSWERED TO MY SATISFACTION.

Parent or legal guardian of Volunteers Under 18 Years

As a parent or legal guardian of the above named Potential Volunteer, I hereby consent to my child/ward becoming a volunteer for the Humane Society of Southwest Missouri and performing volunteer services as described in the Volunteer Agreement. I also acknowledge that I have read the above Assumption of Risk, Release and Indemnification Agreement ("Agreement") and that I fully understand its terms and conditions. For myself and my child/ward, I agree to all of the terms and conditions of the Volunteer Agreement and the above Assumption of Risk, Release and Indemnification Agreement.

Volunteer signature

Date

Parent or legal guardian signature if volunteer is under 18

Date