



**Cochrane & Area
HUMANE SOCIETY**

VOLUNTEER APPLICATION

Thank you for your interest in volunteering with the Cochrane & Area Humane Society. You can help the animals by joining our team of valuable volunteers! We have a wide range of volunteer opportunities that allow you to develop new skills while making a much-needed contribution to our organization and your community. We strive to ensure that volunteer participation meets expectations and is a rewarding experience.

All volunteers must complete this form, which includes a release of liability and indemnity, and attend our Volunteer Orientation prior to commencing any volunteer activities. Please note that you must be 16 years of age or older in order to volunteer with us (parental consent required under the age of 18).

Our Volunteer Programs:

- You can walk or obedience train dogs, socialize and cuddle cats, or provide other kinds of animal care.
- Offer administrative assistance making lost animal calls, filing or in the data entry department keying important information.
- You can assist with educational and children's programs, fundraising, marketing or with a variety of special events.
- Become a foster caregiver and give those animals needing special care and attention a second chance.
- Join our Board of Directors where you will help shape the direction and growth of the Cochrane & Area Humane Society in the coming years. The board sets policies, determines budgets, and implements fundraising strategies. Board members must also be members of the Society.

For further information, please contact our
Volunteer Co-ordinator at:

**Cochrane & Area Humane Society
62 Griffin Industrial Point
Cochrane, AB T4C 0A3**

www.cochranehumane.ca (403)932-2072 ext 105

As well, we encourage (but do not require) our Volunteers to become members of the CAHS. For further information we have enclosed our membership form for your information.

VOLUNTEER OPPORTUNITIES

Doggy Duties

_____ *This program greatly enhances the quality of life for the dogs at the shelter and provides staff with valuable assistance. Volunteers are required mornings and evenings everyday to assist with feeding, cleaning the kennels and runs and all around socializing with the dogs. Volunteers may also take the dogs for a nice long walk and then brush the dog afterwards. The volunteers provide additional human contact into the lives of the animals that the shelter staff are not always able to provide.*

Cat Lovers Paradise

_____ *This program greatly enhances the lives of the cats at the shelter and provides staff with valuable assistance. Volunteers are required mornings everyday to assist with feeding, cleaning the cages, cuddling, grooming and all around socializing with the cats.*

Foster Program

_____ *This program places animals who need a little extra care into foster homes before they are put up for adoption. Experience in animal health, veterinary care and / or animal behavior is an asset, but not a requirement for participation in the program. The demands on the volunteers' time tends to be much greater as foster animals need to be cared for in the volunteers' home and many of the animals require medication, socialization and /or obedience training. There are screening procedures in place to ensure homes will be suitable and the program successful.*

The following skills and interests are provided as a checklist to help you decide how and where you would like to volunteer your time. Please use an 'S' or 'I' in front of each item in which you have a skill or interest.

Animal Care and Welfare at the Shelter

- _____ *Licensed Animal Health Technician*
- _____ *General Cleaning*
- _____ *Laundry*
- _____ *Dog training*
- _____ *Veterinary medicine*
- _____ *Socializing rabbits/ small animals*
- _____ *Walking dogs*
- _____ *Grooming/bathing*
- _____ *Kennel procedures/cleaning w/ dogs*
- _____ *Kennel procedures/cleaning w/ cats*
- _____ *Shuttling animals to/ from vet clinics*

Outside of Shelter

- _____ *Landscaping*
- _____ *Exterior Building Upkeep*

Public Relations/Education Maintenance / Skilled Trade

- _____ *Advertising Marketing*
- _____ *Plumber*
- _____ *Photography*
- _____ *Carpentry*
- _____ *Graphic Arts*
- _____ *Construction*
- _____ *Morley First Nations Programs*
- _____ *Electrical*
- _____ *Artwork*
- _____ *Landscaping*
- _____ *Fundraising*
- _____ *Painting*
- _____ *Children's Programs*
- _____ *Collecting pre-established donations from various local businesses*

Office Work

_____ *General Clerical Duties*

Information Booths

Volunteers represent the CAHS at trade shows or various local events. Dates and time vary for each event.

_____ *Coordinate table space with facility owners*

_____ *Design table / booth display*

_____ *Set up and take down of display*

_____ *Manning the booths*

Special Events (i.e. Garage Sales, Mutt Strut, Calendar Sales, Trade Shows, Golf Tournament, etc.)

_____ *Planning and programming*

_____ *Decorations*

_____ *Set up / Take Down*

_____ *Delivery of Supplies and Donations*

_____ *Ticket Sales*

_____ *Serving Food / Drink*

_____ *Bar BQ (cooking burgers, hot-dogs etc.)*

_____ *Taking cash at an event and making change*

Computer

_____ *Data Entry*

_____ *Programming*

_____ *Web Site Design*

_____ *Web Site Maintenance*

Casino

Volunteers would be required to work shifts at a fundraising casino in Calgary. Must agree to criminal record check for this opportunity.

_____ *Work at casino*

VOLUNTEER WAIVER, INDEMNITY AND CONSENT:

In consideration of being permitted to volunteer at the Cochrane & Area Humane Society ("CAHS") I, the undersigned, voluntarily agree to the following:

1. I agree to conduct myself in a courteous and professional manner as a volunteer and representative of the CAHS, and I will treat all the animals with the highest respect.
2. I agree to follow all CAHS policies and procedures and abide by all instructions from the staff.
3. I agree that my volunteering services to the CAHS are performed on a volunteer basis without pay, without medical or worker's compensation insurance and without compensation of any kind and all of my volunteering services are performed at my own risk. I agree that it is my responsibility to act in such a manner as to be responsible for my own safety while volunteering.
4. I authorize CAHS to contact the emergency contact on this application and seek emergency medical care in case of my accident, illness or injury.
5. I have disclosed and all relevant medical conditions in this application and will advise the CAHS of any changes (for example, pregnancy). I acknowledge that the CAHS strongly recommends that I keep current with my tetanus and rabies immunizations and to advise my doctor that I may be handling animals. I agree that all inoculations, medical care and medications are my own responsibility and I release CAHS from all responsibility with respect to same.
6. I give the CAHS exclusive right to use, publish or reproduce any photographs, drawings, writings or any copyrightable material produced of me or by me as a volunteer.
7. I agree to keep confidential indefinitely all CAHS records and information regarding previous and new owners and CAHS animals.
8. I agree that the CAHS may refuse or terminate my participation in its volunteer programs at any time and without notice.
9. I acknowledge the risks and dangers inherent in handling animals and in otherwise volunteering with the CAHS and I freely assume and fully accept these risks. I hereby waive any rights to a cause of action or future cause of action I may have against the CAHS and its directors, officers, agents, employees, servants, representatives and assigns (collectively, "the CAHS and its Representatives"), and release, discharge, indemnify and hold harmless the CAHS and its Representatives from and against all claims, actions, costs, expenses and demands, in respect of the following, not limited to death, injury, loss or damage to person or property, arising out of or in connection with my volunteering, howsoever caused, even if such loss or injury is caused by the negligence or default of the CAHS and its Representatives.
10. I agree to this waiver, indemnity and consent on behalf of myself, my heirs, executors and assigns.

Dated this _____ day of _____, 200__

Signature: _____
(Print Name) _____ (the "Volunteer")

Witness: _____
(Print Name) _____

IF THE VOLUNTEER IS A MINOR, A PARENT OR GUARDIAN MUST SIGN AND AGREE TO THE ABOVE AS WELL AS TO THE CONDITIONS BELOW:

I, as the parent or guardian of the Volunteer, acknowledge that by signing this document, I am, in addition to the Volunteer, assuming the responsibility of educating and informing the Volunteer of the waiver, indemnity and consent and will be bound by the above terms as if same have been directly agreed to by me. Also, in consideration of the CAHS permitting the Volunteer to volunteer for the CAHS, I agree to save harmless and indemnify the CAHS from any claims arising out of the actions of the Volunteer or made by the Volunteer while volunteering for the CAHS.

Dated this _____ day of _____, 20__

Signature _____
(Print Name) _____

Witness: _____
(Print Name) _____

PRIVACY STATEMENT: The Cochrane & Area Humane Society respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell or trade our mailing lists. The information you provide will be used to deliver services and to keep you informed and up to date on the activities of the Cochrane & Area Humane Society, including programs, services, special events, funding needs, opportunities to volunteer or to give, open houses, and more through periodic contacts. As well, your information may be used to provide tax receipts, contact prize winners, and keep you informed of other events and fundraising opportunities in support of the Cochrane & Area Humane Society. Unless otherwise instructed, your name may be used in other expressions of gratitude for your assistance to our organization. If at any time you wish to be removed from any list, simply contact us by phone at (403)932-2072 or via email at tracy.keith@cochranehumane.ca, and we will gladly accommodate your request. Please allow 15 business days to allow us to update our records accordingly.

Attach: VOLUNTEER POLICIES AND PROCEDURES
Attach: MEMBERSHIP FORM