

KITTY KORNER CAFÉ – VOLUNTEER APPLICATION

Thank you for taking the time to fill out this application. Your information will remain confidential and used only as part of the Kitty Korner Café Volunteer Program.

PERSONAL INFORMATION (Please print):

NAME: _____ **Age:** _____ **Date:** ___/___/20__

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

HOME PHONE: _____ **WORK/CELL PHONE:** _____

EMAIL: _____

EMERGENCY CONTACT: _____ **PHONE:** _____

Are you at least 18 years old or older? _____ **Yes** or _____ **No**

If under 18 years old, a parent/guardian signature is required:

Name (Please print): _____ **Date:** ___/___/20__

Parent/Guardian Signature: _____

Are you volunteering for School or Community Credit? _____ **Yes** or _____ **No**

Are you volunteering to fulfill court-ordered community service hours? _____ **Yes** or _____ **No**

How did you hear about us? _____

In which areas are you interested in volunteering (check all that apply):

- | | | |
|------------------------|-------------------------------|--------------------------------|
| _____ Animal Transport | _____ Cat Enrichment | _____ Cleaning Cat Cages |
| _____ Fundraising | _____ Cleaning Building | _____ Making Folders/Paperwork |
| _____ Adoption Events | _____ Washing/Folding Laundry | _____ Animal Care/Comfort |

Please tell us about any other ways you would like to help: _____

VOLUNTEER WAIVER

Please read the following carefully. This waiver must be signed by the volunteer.

DRESS CODE

While volunteering, we request, but do not require, that you wear attire with the Kitty Korner Café logo. For your safety, you should wear closed toe & non-slip shoes. You should also refrain from wearing dangling jewelry. Please accept that your clothing and shoes may become damaged and/or dirty while volunteering.

EUTHANASIA

Kitty Korner Café is a no-kill organization. However, at times, an animal must be humanely euthanized due to its obvious suffering, or if an animal is so aggressive as to put Kitty Korner Café staff and volunteers in significant danger. No animal is ever euthanized due to space or time considerations.

PROPERTY

Anything donated on behalf of Kitty Korner Café becomes the property of Kitty Korner Café. No compensation should be expected by any volunteer.

INJURY & ILLNESS

Working with animals may be dangerous and could lead to serious injury, illness or even death. As a volunteer you need to understand and agree to personally assume any and all of the liability and risk associated with volunteering for Kitty Korner Café. Furthermore, each volunteer agrees to hold harmless Kitty Korner Café, its directors, officers, agents, employees and other volunteers from any responsibility or liability for any and all illnesses, injuries or death which may occur as direct or proximate result of their involvement with Kitty Korner Café and Cat Rescue.

TETANUS SHOT

A volunteer must be current on his/her tetanus shot. Alternatively, the volunteer acknowledges that failure to acquire and remain current on a tetanus vaccination may put the volunteer at risk and hereby agrees to hold harmless Kitty Korner Café, its directors, officers, agents, employees and volunteers from any responsibility or liability for any and all illness, injuries or death as a result.

NAME (Please print): _____

SIGNATURE: _____

DATE: _____

NAME OF PARENT OR LEGAL GUARDIAN (if volunteer is under 18 years of age - Please print):

SIGNATURE OF PARENT OR LEGAL GUARDIAN (if volunteer is under 18 years of age):

_____ **DATE:** _____

VOLUNTEER RULES OF CONDUCT

Please read the following carefully. This form must be signed by the volunteer.

As a volunteer, I am expected to:

- Attend the volunteer orientation.
- Attend training classes when appropriate.
- Conduct myself in a professional manner at all times when involved in Kitty Korner Café activities.
- Perform my tasks under the guidelines established within the job description for that task.
- Report any abusive behavior in the Kitty Korner Café to the appropriate staff person.
- Adhere to all established policies and procedures.

As a volunteer, I understand and agree that:

- I am providing my services in a volunteer capacity without any expressed or implied promise of salary or employment benefits.
- Using or being under the influence of alcohol or drugs is prohibited while volunteering.
- Staff members may not be contacted at their homes unless otherwise directed to do so by that staff member.
- Verbal or physical abuse to shelter volunteers or staff will not be tolerated.
- My volunteer involvement may be terminated if I do not meet my commitment in an appropriate manner, or if I otherwise fail to adhere to the guidelines outlined in this form.
- As a volunteer working with cats, I am expected to:
 - Treat the animals with respect and kindness.
 - Report animal injuries, illnesses or behavior concerns to a staff member.
 - Never handle an animal that makes me feel uncomfortable.
 - Not put myself, the animal or others at risk.
 - Follow all posted instructions in animal care areas. This includes not entering a restricted area, such as the quarantine room, without permission.

I understand that as a volunteer I am responsible for understanding and abiding by the information contained within this Volunteer Rules of Conduct form and any subsequent form given to me by Kitty Korner Café.

NAME (Please print): _____

SIGNATURE: _____

DATE: _____

NAME OF PARENT OR LEGAL GUARDIAN (if volunteer is under 18 years of age - Please print):

SIGNATURE OF PARENT OR LEGAL GUARDIAN (if volunteer is under 18 years of age):

_____ **DATE:** _____

VOLUNTEER INFORMATION

PLEASE KEEP THIS PAGE FOR YOUR RECORDS AND REFERENCE AS NEEDED.

Welcome and THANK YOU for volunteering with Kitty Korner Café! We hope you find your volunteer experience rewarding, educational, exciting and fun. You can have a HUGE impact on the lives of homeless animals. The happy purr from our feline residents is sure to touch your heart and bring you back for more. Because of volunteers like you, our cats are provided with the highest level of care as they make the journey toward finding their forever homes. Thank you again for your time and commitment!

Below is an abbreviated summary of the waiver you signed.

As a volunteer, I understand that:

- I should wear close toed/non-slide shoes and should not wear dangling jewelry.
- My clothes and shoes may become dirty and/or damaged while volunteering.
- All donations given to Kitty Korner Café are the property of Kitty Korner Café.
- Volunteers do not receive compensation.
- Volunteering at the Kitty Korner Café building and/or working with the animals may lead to injury or illness and I assume all liability and risk associated with volunteering.
- I should be up to date on my Tetanus Shot, just to be safe.

Here is an abbreviated summary of the Code of Conduct you signed:

As a volunteer, I am expected to:

- Attend training classes when appropriate.
- Conduct myself in a professional manner at all times when involved in Kitty Korner Café activities.
- Perform my tasks under the guidelines established within the job description for that task.
- Report any abusive behavior in the Kitty Korner Café to the appropriate staff person.
- Adhere to all established policies and procedures.

As a volunteer, I understand and agree that:

- I am providing my services in a volunteer capacity without any expectation of salary or benefits.
- Using or being under the influence of alcohol or drugs is prohibited while volunteering.
- Verbal or physical abuse to shelter volunteers or staff will not be tolerated.
- My volunteer involvement may be terminated if I do not meet my commitment in an appropriate manner, or otherwise fail to adhere to the guidelines outlined on this form.
- As a volunteer working with the cats, I am expected to:
 - Treat the animals with respect and kindness.
 - Report animal injuries, illnesses or behavior concerns to a Kitty Korner Café staff member.
 - Never handle an animal that makes me feel afraid or uncomfortable.
 - Follow all posted instructions in animal care areas.