

Gardenia E. Janssen Animal Shelter Volunteer Application

Thank you for your interest in volunteering with the Gardenia E. Janssen Animal Shelter.

Our mission is to maintain and operate a humane animal care facility to provide temporary care and rehome homeless, unwanted or displaced animals; to provide quality care to all animals admitted and to educate the public on prevention of abuse and cruelty to animals. Making a difference in the lives of homeless animals and working to decrease euthanasia through promoting spaying and neutering is important volunteer work.

As a GJAS Volunteer, your signature below indicates that you understand and agree to the following:

- I agree to waive GJAS of any and all liability for injuries while performing volunteer services;
- I agree to be supervised by the Shelter’s Volunteer Coordinator or the Shelter Director or staff designated in their absence and to report any ideas, constructive comments or problems that arise;
- I will keep confidential all information acquired in the course of my volunteer services;
- I acknowledge GJAS **does** euthanize under certain protocols and will not interfere in their doing so;
- I agree to complete orientation and training requirements as directed by GJAS Executive Director;
- I acknowledge that scheduled hours for volunteers are based upon when they are needed most;
- I acknowledge that volunteers must be able to communicate with and work well with other people (staff and customers);
- I acknowledge that volunteers must be able to work with minimal supervision once they are trained;
- I acknowledge that volunteers must complete tasks as trained and in accordance with protocol.

GJAS strongly recommends you have an up to date tetanus vaccination. Cuts, scratches and scrapes are a daily occurrence in the routine care of animals.

NAME: _____ **CONTACT PHONE:** _____

ADDRESS: _____

EMAIL: _____

EMERGENCY CONTACT / PHONE: _____

SIGNATURE: _____

DATE: ____/____/____

Do you own pets? YES NO If so, what kind: _____

Why do you want to volunteer at GJAS? _____

Animal Experience: (check all that apply) Veterinary Hospital Boarding Facility Foster Home

Dog Grooming Cat Grooming Animal Shelter Training/Obedience Pet Sitting Dog

Walker Other: _____

Volunteer Work Preferences: (check all that apply)

Foster care (complete foster application) _____

Dog walker _____

Dog kennel attendant _____

Animal grooming _____

Shelter cleaning _____

General maintenance _____

Social media _____

Donation coordinator _____

Work onsite/offsite events _____

Cat room attendant _____

Puppy partner _____

Animal transport _____

Admin/clerical support _____

Community outreach _____

Educational programs _____

Availability:

Monday: _____ AM _____ PM _____

Tuesday: _____ AM _____ PM _____

Wednesday: _____ AM _____ PM _____

Thursday: _____ AM _____ PM _____

Friday: _____ AM _____ PM _____

Saturday: _____ AM _____ PM _____

Sunday: _____ AM _____ PM _____

Other Experience: (check all that apply)

Computers Graphic Arts Woodwork/Carpentry Painting

Photography Writing Clerical Fund-raising Public Speaking Other

Working w/youth _____ We often have youth groups that require a volunteer for a tour of the shelter, provide guidance on touching kennels, petting animals, etc.

Confidentiality Agreement:

I agree to keep confidential all information acquired in the course of my GJAS volunteer service. I understand that as an observer and/or in my course of work as a GJAS volunteer I may be exposed to confidential information i.e., medical, animal care, financial.

I acknowledge that it is my responsibility to protect the privacy and confidentiality of this information. I will not access, use or disclose any confidential information outside of my work and/or observations as a GJAS volunteers.

Print Name: _____

Signature: _____ Date: _____

SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY

Gardenia Janssen Animal Shelter (the Shelter) does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero—tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is doing the inappropriate act. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by the Shelter.

Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to Shelter Director. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigation & Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or, in the case of volunteers, relinquish their assistance at the Shelter. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

ACKNOWLEDGMENT OF RECEIPT OF SEXUAL ABUSE POLICY

I, (print name) _____, acknowledge that I have received and read the sexual abuse policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Dated: _____ Signature of employee/Volunteer: _____