



# FOSTER & forever

PET RESCUE of NAUGATUCK, CT

## Volunteer Application and Release

**IF VOLUNTEER IS UNDER THE AGE OF 18 PARENT OR GUARDIAN MUST SIGN FOR MINOR**

{The information you provide by completing this Volunteer application and release form will enable us to direct you towards an appropriate, rewarding experience in animal welfare. Please complete ALL pages of this application, and then sign and date waiver}

PERSONAL INFORMATION	
Name:	
Address:	
City:	State and Zip Code:
E-mail:	
Home Phone:	Cell Phone:
<b>TETANUS VACCINE IS REQUIRED FOR ANYONE WHO WORKS WITH ANIMALS</b>	

EMERGENCY CONTACT	
Name:	Relationship:
Primary phone:	
Secondary phone:	

FOSTER AND FOREVER INVOLVEMENT
Do you have any previous involvement with Foster and Forever?
If so, what did you do?
Do you have any special experiences, skills, training, interests or hobbies you would like to share?
PLEASE LIST ANY AREAS IN WHICH YOU WOULD LIKE TO PARTICIPATE
<b>DRIVERS:</b> Bringing our animals to vet appointments, picking our animals up from vet appointments, transporting to foster homes, delivering supplies to foster homes, picking up donations, weighing our animals in foster homes.
<b>HOME VISITS:</b> Visiting potential adopters and following a check list that we will provide for you, as well as collecting deposit fees and giving the forms and funds collected to a designated Foster and Forever Representative upon completion of the visit.

**OFFICE WORK:** Checking & responding to E-mails multiple times per day, 7 days a week, printing out our applications & giving them to a designated Foster and Forever Representative. Returning phone calls that we receive, Monday through Friday 8am-6pm, keeping a log of these phone calls & giving them to a designated Foster and Forever representative. Updating our Facebook page at least 4 times a day, 7 days a week. Photographing our animals that are in foster homes every 2-3 weeks & giving them to a designated Foster and Forever representative. Updating our website with new photos, adoption events, fundraisers ETC once a week. Updating our Pet finder page with new animals as they come into our rescue, updating the photos & information regarding our animals on a daily basis, 7 days per week. Updating files on our current animals, make new files as we rescue new animals, keep track of what animals have deposits, what animals are still available, animal's ages, when they will be ready for vet appointments, making vet appointments, arranging transportation to these appointments, contacting different representatives within Foster and Forever to notify them what needs to be done, arranging for potential adopters (once they are approved) to meet their desired animal, coordinating between them & the foster family, calling & screening applications that we receive from potential adopters, answering questions about our animals & giving the information to a designated Foster and Forever representative.

**FOSTERING:** Willing to foster an animal (dog/puppies OR cats/kittens) \* you must fill out a foster application. Fostering helps save the lives on animals that otherwise would have no other home. You just need a room where you can isolate the animal for a certain amount of time and willingness to love & care for this animal. We provide ALL the supplies you need. You can find more information on our website [fosterandforever.org](http://fosterandforever.org).

**ADOPTIONS:** Requires driving to pick up the animal & all the animals supplies from the foster family & driving to the adopter's home with the animal. Helping the animal settle into the adopter's home, having adopter fill out paperwork & collecting any balance due for the animal. Answering any questions the adopter may have & helping the adopter in any way that they may need. Bringing all the foster supplies you collected, paperwork & funds to a designated Foster and Forever representative.

**HUMANE EDUCATION:** Public speaking at schools & organizations about rescue work & animals.

**FUNDRAISING:** Help to facilitate donations of pet supplies, pet food, facilitate & execute fundraising ideas, sell & coordinate fundraisers.

**TNR:** Trapping feral cats, bringing them to vet appointments, holding them for the required time frame & releasing them either back where they were trapped or to a designated place that Foster and Forever requires. Giving the paperwork to a designated Foster and Forever representative.

**TRAPPERS:** Working with a designated Foster and Forever representative to help trap hard to catch friendly cats and/or kittens, & drive them to a designated place.

<b>WHAT ANIMALS ARE YOU COMFORTABLE HANDLING &amp; WORKING WITH?</b>				
<b>WHAT ANIMALS ARE YOU <i>NOT</i> COMFORTABLE HANDLING &amp; WORKING WITH?</b>				
<b>PLEASE LIST THE DAYS YOU ARE ABLE TO VOLUNTEER:</b>				
<b>HOW OFTEN ARE YOU ABLE TO VOLUNTEER:</b>				
Weekly?		Monthly?		
More than once a week?		On call?		
<b>WHAT HOURS ARE YOU ABLE TO VOLUNTEER:</b>				
<b>Weekdays</b>	8:00-12:00	12:00-4:00	4:00-6:00	6:00-9:00
<b>Weekends</b>	8:00-12:00	12:00-4:00	4:00-6:00	6:00-9:00

## Confidentiality Agreement:

{All volunteers **MUST** read and sign}

\*Information concerning the management and operation of our rescue is generally not known to the public and **MUST** be kept confidential. It is important that we diligently protect the confidentiality of information. The following guidelines have been developed for this purpose;

\*Confidential information must be shared only within those inside the rescue whose jobs require them to have access to the information or when the law requires or protects the release of such information;

\*Board members or volunteers should not disclose sensitive or non-public information to people outside the rescue or discuss it in public places;

\*When information is disclosed to individuals having a business relationship with the rescue that requires such disclosure, it should be done with the understanding that the information will be kept in confidence, and only the minimum amount of information necessary to accomplish the function should be disclosed;

\* Documents containing sensitive information-including information stored on computer systems-**MUST** be handled carefully and **MUST** be properly stored;

\*Discussions between the rescue and its lawyers are usually privileged and should be kept confidential. Any disclosure of those discussions to a third party may result in a waiver of the attorney-client privilege and possible harm to the rescues interests. This point is especially important due to the nature of prosecuting animal cruelty cases;

\*I understand the above and agree to comply with Foster and Forever confidentiality agreement.

Printed Name of Volunteer:
Date:
Signature:
<b><u>IF VOLUNTEER IS UNDER THE AGE OF 18 PARENT OR GUARDIAN MUST SIGN FOR MINOR</u></b>
Signature of Parent/Guardian:
Relationship to Volunteer:
Date:

# Volunteer Release

{All volunteers MUST read and sign}

I hereby agree to accept a position as a volunteer worker for Foster and Forever, Inc., and in doing so, I agree to comply with all of the rules and regulations which may be established from time to time by Foster and Forever, Inc., and I understand that failure to do so may result in my immediate termination as a volunteer. I acknowledge that my services are provided strictly on a volunteer basis, without any pay of any kind, and without liability of any nature on behalf of Foster and Forever. All services will be preformed at my own risk of injury, exposure to zoonotic diseases (I.e. ringworm, giardia, rabies, etc.) and physical harm caused by the animals. On behalf of myself, my heirs, personal representatives, and executors, I hereby release, discharge, indemnify and hold harmless Foster and Forever, Inc., its agents, servants from any and all claims, causes of action, or demands, of any nature or cause, including costs and attorneys fees incurred or sustained by me in any way connected with my services for Foster and Forever, including but not limited to animal bites, accidents or injuries.

I acknowledge I have read and accept these conditions.

Printed Name of Volunteer:
Date:
Signature:
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