



## 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 Kiya Koda Volunteer Program.

PERSONAL INFORMATION (Please print):

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work/Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

How did you hear about us?  
\_\_\_\_\_

Are you at least 18 years or older? \_\_\_\_\_ Yes or \_\_\_\_\_ No

If under 18 years old, a parent signature is required:  
\_\_\_\_\_

**If under 16 must be accompanied by a parent/guardian.**

Are you volunteering for School? \_\_\_\_\_ Yes or \_\_\_\_\_ No

Are you volunteering to fulfill court-ordered community service hours? \_\_\_\_\_ Yes or \_\_\_\_\_ No

In which areas are you interested in volunteering:

Animal Transport \_\_\_\_\_ Dog Walking \_\_\_\_\_ Cleaning Dog Kennels \_\_\_\_\_

Fundraising \_\_\_\_\_ Cleaning Building \_\_\_\_\_ Making Folders/Paperwork \_\_\_\_\_

Adoption Events \_\_\_\_\_ Washing/folding laundry \_\_\_\_\_ Bathing/Brushing Dogs \_\_\_\_\_

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

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**VOLUNTEER WAIVER**

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

**Dress Code** While volunteering, casual clothing, no graphic logo's or designs. For your safety, you should wear closed-toed & non-slip shoes and should not wear dangling jewelry. Please accept that you clothing and shoes may become damaged and/or dirty while volunteering.

**Euthanasia:** Kiya Koda 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 Kiya Koda staff and volunteers in significant danger. No animal is ever euthanized due to space or time considerations.

**Property:** Anything donated on behalf of Kiya Koda becomes the property of Kiya Koda. No compensation should be expected by any volunteer.

**Injury & Illness:** Working with animals may be dangerous and lead to serious injury, illness, or even death. As a volunteer you understand and agree to personally assume any and all of the liability and risk associated with volunteering for Kiya Koda. Further, each volunteer agrees to hold harmless Kiya Koda, its directors, officers, agents, employees and other volunteers from any responsibility or liability for any and all illness, injuries, or death which may occur as direct or proximate result of their involvement with Kiya Koda Humane Society.

**Tetanus Shot:** Kiya Koda recommends a volunteer be current on their 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 Kiya Koda, its directors, officers, agents, employees and volunteers from any responsibility or liability for any and all illness, injuries, or death as a result.

Print Name:

\_\_\_\_\_

Signature: \_\_\_\_\_

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:

- Conduct myself in a professional manner at all times when involved in Kiya Koda activities.
- Perform my tasks under the guidelines established within the job description for that task.
- Report any abusive behavior in the Rescue to the appropriate staff person.
- Adhere to all established policies and procedures.
- Wear a volunteer badge at all times when working at the shelter or other shelter activities.

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 otherwise fail to adhere to the guidelines outlined on this form.

As a volunteer working with the dogs or cats, I am expected to:

- Treat the animals with respect and kindness
- Report animal injuries, illness or behavior concerns to a staff member.
- Never handle an animal that makes me feel uncomfortable. I will 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 Kiya Koda Humane Society.

Print Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VOLUNTEER INFORMATION

PLEASE KEEP THIS PAGE FOR YOUR RECORDS AND REFERENCE AS NEEDED

Welcome and THANK YOU for volunteering with Kiya Koda Humane Society! We hope you find your volunteer experience rewarding, educational, exciting and fun. You can have a HUGE impact the lives of homeless animals, and because of volunteers like you, our dogs/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!

Here is an abbreviated summary of the Waiver you signed:

As a volunteer, I understand that:

- I should wear closed toed / non-slide shoes and should not wear dangling jewelry.
- My clothes and shoes may become dirty or damaged while volunteering.
- All donations given to Kiya Koda are the property of Kiya Koda.
- Volunteers do not receive compensation.
- Volunteering at the Kiya Koda 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 Kiya Koda's activities.
- Perform my tasks under the guidelines established within the job description for that task.
- Report any abusive behavior in the shelter to the appropriate staff person.
- Adhere to all established policies and procedures.
- Wear a volunteer badge at all times when working at the shelter or other shelter activities.

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 dogs/cats, I am expected to:

- Treat the animals with respect and kindness
- Report animal injuries, illness or behavior concerns to a staff member.
- Never handle an animal that makes me feel afraid or uncomfortable.
- Follow all posted instructions in animal care areas.