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# Volunteer Application

## Contact Information

Date \_\_\_\_\_

Last, First Name	
Street Address	
City ST ZIP	
Home Phone	<b>**Last 4 digits will be sign-in password</b>
Work/Cell Phone	
E-Mail Address (**required)	
Date of Birth	<b>**Must be at least 18 years old to volunteer</b>
Driver's License	State of Issue:
Occupation	

*\*\* As we need to efficiently communicate regularly to all of our volunteers, an email is required.*

Are you volunteering for school or community credit? Yes \_\_\_\_\_ No \_\_\_\_\_ How many hours needed? \_\_\_\_\_

Are you volunteering to fulfill a court-ordered community service program? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Do you have any physical or health concerns that might prevent you from performing essential functions of a volunteer assignment? If yes, please explain \_\_\_\_\_

## Interests

Tell us in which areas you are interested in volunteering.

**\*\*Please list in order of preference (1,2,3,4)**

\_\_\_ Front Office (Office Closed on Mondays)

\_\_\_ Dog Handling

\_\_\_ Cat Handling

\_\_\_ Rabbit Handling

Tell us which other areas you are interested in volunteering in.

**\*\* Please check all that apply.**

\_\_\_ Dog Baths

\_\_\_ Cleaning/Work Days

\_\_\_ Fostering - Cat, Dog, or Rabbit (see below)

\_\_\_ Desktop Publishing/Newsletter/Brochures, etc...

\_\_\_ Writing and Journalism

\_\_\_ Publicity & Marketing

\_\_\_ San Clemente Del Mar Street Fair (every first Sunday of the month)

\_\_\_ Events & Fundraising

\_\_\_ Database

## PPF Foster Program

PPF is in need for foster families for our animals. Every situation is unique and if you are interested, a PPF representative will call you to discuss further.

Are you available for (check all that apply):

Short term fosters  Long term fosters (2 weeks +)  Fosters with medical needs

Are you able to foster (check all that apply):

Dogs  Cats  Rabbits

Do you have pets at home? \_\_\_\_\_

If so, what breed (s) /age (s)? \_\_\_\_\_

Do you have kids at home? \_\_\_\_\_

If so, what age (s)? \_\_\_\_\_

## Special Skills or Qualifications

Summarize special skills and qualifications (e.g., computer, photography, videographer, dog obedience, writing, HTML) you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports

## Previous Volunteer Experience

Summarize your previous volunteer experience:

## Availability for Shelter Shifts

Can you commit to a minimum of three consecutive months? Yes \_\_\_\_\_ No \_\_\_\_\_

Please note, the Shelter is closed to the public on Mondays.

**\*\*Check the shift(s) you are available; please list by 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice.**

Mon*	Tues	Wed	Thur	Fri	Sat	Sun
10-1 _____	10-1 _____	10-1 _____	10-1 _____	10-1 _____	10-1 _____	12-3 _____
1-4 _____	1-4 _____	1-4 _____	1-4 _____	1-4 _____	1-4 _____	
		4-7 _____				

## Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone & Cell	
Relationship	

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (print)	
Signature	
Date	

## Volunteer Rights & Responsibilities

*The Pet Project Foundation (PPF) is a valuable resource to the Coastal Animal Services Authority (CASA), the animals under its care, the staff, and the public. Volunteers will be accorded the rights to be given meaningful assignments, receive effective supervision, and be recognized for work well done. In return, volunteers shall agree to perform their duties to the best of their abilities in accordance with the policies, procedures, and rules of the Coastal Animal Services Authority and PPF, and to remain loyal to their goals. As a volunteer, you are an important asset and vital to the welfare of the animals and our continuing success as a pro- humane shelter.*

## Volunteer Expectations

- Attend an orientation meeting and all continuing education training.
- Follow the direction of Staff and Volunteer Coordinators at all times.
- Learn and follow the policies of the Shelter and Pet Project Foundation.
- Perform the duties of the assigned volunteer position.
- Sign in and Out.
- Wear clothing appropriate to the season and your assignment. (closed toe shoes)
- Report accidents and bites to Shelter Staff.
- Interact courteously and professionally with staff, guests, and volunteers

***\*\*Volunteers who fail to meet expectations will not be allowed to volunteer at the shelter\*\****

## ***Our Pro-humane Philosophy for You to Understand and Accept***

*(If you have any questions about this form or the agreements herein, please speak to a Volunteer Coordinator or the Shelter management.):*

***I agree to comply with all policies and procedures during any activity that is related to the care, control, safekeeping, adoption, or euthanasia of the animals. I understand and support the idea that animals held at this Shelter are humanely euthanized when the animal is unduly suffering, presents a health risk to the shelter environment, or is considered to be dangerous to humans or other animals. I understand that all pets are spayed or neutered before adoption. I certify that all statements made are true and complete to the best of my knowledge.***

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

**Release and Waiver of Liability and Indemnity Agreement**

I choose to participate in a volunteer assignment at the Coastal Animal Services Authority (aka CASA; aka San Clemente-Dana Point Animal Shelter) and Pet Project Foundation (PPF) and be subject to and abide by all applicable policies and procedures governing such an assignment. I understand and agree that the CASA Animal Services Program Manager (CASA General Manager) or PPF may end my assignment at any time without advanced notice or right of appeal. I am aware of and accept the fact that this volunteer assignment may present physical risks, including risks that could lead to severe bodily harm and/or injury, including death. I fully understand that the behavior of animals can be unpredictable and animals are capable of inflicting property damage as well as serious physical injury or death. The CASA shelter environment may also carry personal risks of zoonotic disease and a variety of other diseases and infections. I hereby agree to indemnify, defend and hold harmless the Cities of San Clemente and Dana Point, the Joint Powers Authority of the Coastal Animal Services Authority, PPF, its officers, agents and employees against any and all claims, liabilities, and losses relating to any type of personal injury and/or death, economic loss, and/or property damage arising out of my participation in a volunteer assignment at CASA, whether known or unknown at the time of signing this agreement, and such waiver applies to my heirs, next of kin, or any other person or persons who have or claim to have an interest in my person. I agree to assume all risks for any injury, death, damage, loss or expense, to my person and/or property, arising out of my participation as a CASA volunteer. I understand, a g r e e , a n d accept that if I am injured while performing my assigned responsibilities as a volunteer that I am covered under the CASA’s Workers’ Compensation program.

I agree to provide proof of comprehensive vehicle insurance should I volunteer to use my personal vehicle while performing volunteer services. Additionally, I agree to only operate a vehicle with a current, valid, California Driver’s License in my possession at the time of operating a vehicle.

My signature below represents that I understand the nature and risks of the volunteer activities associated with the CASA and PPF and that I have read, understand, accept, and agree with all of the terms and conditions of this Agreement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This form must be signed and dated prior to volunteer beginning active status as a shelter volunteer. It must be presented to the CASA Manager.**

**Please return completed application to the San Clemente – Dana Point Animal Shelter, via hand delivery, mail, fax, or email:**

**Attn: Volunteer Coordinator\***

The San Clemente – Dana Point Animal Shelter  
Coastal Animal Services Authority  
221 Avenida Fabricante  
San Clemente, CA 92672  
949-492-1617  
Fax No. 949-366-4765

**Email:** [info@petprojectfoundation.org](mailto:info@petprojectfoundation.org)

**Web:** [www.petprojectfoundation.org/volunteer.html](http://www.petprojectfoundation.org/volunteer.html)

\* The Volunteer Coordinator will phone you within 1-4 weeks after receipt of your application to conduct a phone interview and schedule an orientation appointment with you.

**Shelter Office Hours:**

Monday: Closed  
Tuesday: 10:00am – 4:00pm  
Wednesday: 10:00am – 7:00pm  
Thursday: 10:00am – 4:00pm  
Friday: 10:00am – 4:00pm  
Saturday: 10:00am – 4:00pm  
Sunday: 10:00am – 4:00pm

