

VOLUNTEER APPLICATION

SB ID#: _____

CONTACT INFORMATION

Name	Age:	
Street Address		
City	PC:	
Ph. #1	Ph. #2:	
Email:		
Identification	Type: #:	Staff :

AVAILABILITY: What times are you available for volunteer assignments?

WEEKDAYS <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings	WEEKENDS <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings
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Tell us which areas you are interested in volunteering with us

- Dog Socialization:** Volunteers spend time playing with and walking dogs, general handling and basic obedience training with a focus on good manners. For safety reasons, volunteers must be at least 16 years to walk dogs.
- Cat Socialization:** Volunteers spend quality time grooming, socializing and helping keep cat condos and habitats clean.
- Kennel Cleaning:** Volunteers are responsible for helping to keep the animals clean and comfortable throughout the day.
- Event Support:** Raising the thousands of dollars necessary to continue our operations every year is a massive undertaking that requires dedicated volunteers. We need volunteers who are willing to help organize and participate in special events and fundraisers within the community. Other jobs include hanging posters, stuffing envelopes and other small jobs.
- Transporting Animals SD:** There are times that volunteers can help by transporting animals to/from Saskatoon or other communities within an hour or so distance for medical or rescue purposes, usually using the SPCA van.
- Transporting Animals LD:** We work with various rescue groups within the western provinces and occasionally we need volunteers to help with the transportation required to transfer animals to these groups in, e.g. Regina, Moosejaw, Calgary, Edmonton, Fort McMurray, Victoria, etc. Volunteer drivers use the SPCA van and expenses are paid.
- SPCA Home Away From Home store support:** Volunteers organize and man the SPCA Home Away From Home store that we have in Gateway Mall. They supervise the animals on display there, answer questions and sell pet supplies.
- Office Support:** Volunteers answer phones, provide clerical support such as data input, etc.
- Maintenance:** Volunteers assist with some maintenance such as painting, small building projects within the shelter, lawn maintenance, etc.
- Web Assistance:** Volunteers help to design and maintain our website.
- Photography:** Volunteers can take pictures of our animals for the website here at the shelter or at our events around the city.



SPECIAL SKILLS / QUALIFICATIONS: What personal qualities and skills do you have that you feel might benefit the SPCA?

PREVIOUS EXPERIENCE: Please describe any experience you have with animals, including current pets.

EMERGENCY CONTACT INFORMATION

Name:

Phone #1:

Phone #2:

Address:

Relationship:

I have filled out this application to the best of my ability. I understand that providing false information on this application or failing to adhere to the above principals may result in a review or termination of my volunteer placement with Prince Albert SPCA.

Date: _____

Volunteer Name: _____ Volunteer Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

FOR OFFICE USE ONLY: Date entered: _____ Entered by: _____

VOLUNTEER AGREEMENT

We welcome and appreciate your participation with the Prince Albert SPCA. We hope that your work with us is fulfilling and will be useful in your personal growth and furthering your own goals. In order to best service the needs of our clients and the animals in our care, it is important that you are a responsible volunteer. For this reason, please review and agree to the following principles:

- I authorize the PASPCA to collect and retain my personal information in connection with a voluntary role.
- I will read the Volunteer Handbook, attend all applicable training sessions, and perform assigned duties to the best of my abilities.
- I will act in a professional manner and as a positive ambassador when representing PASPCA during my volunteer shift and within the community.
- I will inform the PASPCA in the event that I am charged or convicted of a criminal offence during my commitment with the organization.
- I will do my best to fulfill my responsibility and commitment to the PASPCA, and will contact a supervisor if my schedule changes at any time.
- I am at least 18 years of age or I have the consent of my parent or guardian to volunteer my services.
- The PASPCA is not responsible of any damages caused to me or my property cause by the actions of the animals in our care.

Agreement and Signature

I have read and understand the Volunteer Handbook as well as the principles as they are listed above. I understand that providing false information on this application or failing to adhere to the above principles may result in a review or termination of my volunteer position with the PASPCA Inc. I understand that if I am under the age of 18 years, I must have a parent or guardian sign this form.

Name:

Signature:

Guardian

Signature:

Date:

It is the policy of this organization to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age or disability. Management does, however, reserve the right to reject an applicant. Thank you for your interest in volunteering with us!

OATH OF CONFIDENTIALITY

As a volunteer with **The Prince Albert SPCA** I understand my role and responsibilities are a valuable part of the work of **The Prince Albert SPCA**, and I agree to carry out my responsibilities to the best of my ability.

This is to certify that I, _____ as a volunteer with **The Prince Albert SPCA**, understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about team members, staff and animals and situations as well as any other information otherwise marked or known to be confidential.

Accordingly, I agree not to disclose any confidential information acquired during my volunteer service with **The Prince Albert SPCA**, to any third party – including media - either during my service with **The Prince Albert SPCA** or after my service with **The Prince Albert SPCA** has ended. This is in recognition of the sometimes difficult situations animals experiencing homelessness/neglect/abuse face, and also demonstrates respect for those who support them on a day-to-day basis.

I agree to refrain from posting photos of animals involved with **The Prince Albert SPCA**, other volunteers, staff and management. I agree to uphold confidentiality of all involved in all use of social media during and after my service with **The Prince Albert SPCA**.

Unless authorized in the course of my volunteer duties, I will not make public statements to the media, expressly or implied, on behalf of **The Prince Albert SPCA** about any animal, volunteer, staff, management or situation I encounter during my volunteer activities.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality. I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal from this **The Prince Albert SPCA**, and/or possible liability in any legal action arising from such a breach.

I understand that this undertaking survives the termination of my volunteer relationship with **The Prince Albert SPCA**. The laws of **Saskatchewan**, Canada, shall govern this Agreement and its validity, construction and effect.

By signing below, I acknowledge that I have read, fully understand and accept the responsibilities set above relating to personal, confidential and/or proprietary information.

Date: _____

Name of Volunteer (please print): _____

Signature of Volunteer: _____

Name of Guardian (if applicable): _____ Signature: _____

Name of Witness: _____ Signature: _____