



# all about animals

## Volunteer Profile

Our volunteers support the All About Animals Rescue mission in a variety of ways. By filling out this form, you will help us put your skills to the best possible use. We also want to make sure that you become involved in areas that really interest you. We will keep the information on file confidential, and will fill positions as opportunities become available. We are eternally grateful for your participation. We couldn't do this without you.

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Place of Employment \_\_\_\_\_

### Please take a moment to fill out this section by checking all that apply

#### Level 1 Volunteer Opportunities – Requirement: Orientation or meeting with Volunteer Coordinator

##### Marketing:

Distribute fliers through your neighborhoods, stores, laundry mats, work places

##### General Cleaning:

- Wash and fold laundry
- Wipe down/disinfect desks, chairs and walls
- Sweep and mop floors
- Clean and sanitize kennel cages
- Scrub, wash, disinfect humane cat traps
- Clean the breakroom/dishes/tables/floor
- Wash litterboxes
- Wash surgical instruments

##### Maintenance:

- Trash, litter, poop pick up on rescue property and parking lot
- Gardening – weeding, grounds maintenance and beautification

##### Foster:

Provide a temporary home to adoptable animals. Medical needs/education provided. Anywhere from days to months

##### Feral Cat Trap-Neuter-Return Support:

###### **Requirement: Attend the TNR class**

- TNR Class Assistance – registration, sign out traps, answer AAAR TNR procedure questions
- Feral cat Shelter Building Workshop assistance
- Trap data entry
- Make phone calls for overdue traps
- Trapping coordinator for mass trappings in your area
- Recovery of cats after surgery at your home
- Foster adoptable cats
- Mentor new TNR advocates
- Help others trap or lead trapping efforts
- Answer TNR questions by email/phone

## **Level 1 Volunteer Opportunities – Continued**

Build wood feral cat houses - experience needed

### **Clinic Assistance:**

- Highlight blank patient forms
- Open syringe casings
- Post on Craigslist and other forums
- General data entry; experience with Excel required
- Wrap surgical instruments
- Feed resident cats, clean litterboxes, brush, socialize
- Assist with early morning check in

### **Fundraising Support:**

- Solicit items for auction
- General fundraising

### **Community Outreach Support:**

- Assist with offsite Saturday vaccination clinics - we will train

### **PFL Outreach Support:**

- Build dog houses - any volunteer level

**Special skills:** (Have a special skill that you don't see listed? Add it to the blank space!)

- Photographing pets or events
- Design flyers, ads

**Please summarize any of your special skills/experience HERE:**

## **Level 2 Volunteer Opportunities – Requirement: Volunteer Coordinator Approval**

### **Clinic Support:**

- Assist with late check out at the clinic
- Walk dogs
- Answer phones
- Return messages
- Data entry; experience with Avimark and/or Access required

### **Leadership:**

- Lead other volunteers
- Event development and coordination

### **Community Outreach Support:**

- Offsite events -Man a booth; talk to the public, collect contact information; whatever is needed
- Spay/Neuter MASH clinics event assistance - once or twice a year

### **Fundraising Support:**

- Merchandise – help with maintaining inventory and order fulfillment of T-shirts
- Fundraiser event coordination and staffing

**What is your availability?**

**Additional comments?**



## ALL ABOUT ANIMALS RESCUE

23451 Pinewood Street

Warren, MI 48091

Phone: 586-435-1745, Fax 586-933-2565

501(c)(3) Non-Profit organization

Tax I.D. # 20-3006686

No More Homeless Pets!

all about  
animals

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## Volunteer Contract and Code of Conduct

Welcome to AAAR! The concern and love for animals that led to your generous offer to share your time and talents with us is greatly appreciated. We can't carry out our mission without help from folks like you!

*AAAR reserves the right to change or terminate this contract at any time without notice. Please ask any questions you have about this document when you sign it.*

As an AAAR volunteer, I, \_\_\_\_\_, agree to:

- ❁ Support the mission, goals and efforts of All About Animals Rescue with a positive attitude.
- ❁ Commit to volunteering for a minimum period of 20 hours. (Term is not applicable for special events and TNR volunteers.)
- ❁ Perform my duties as assigned and directed by my shift supervisor or a staff member and approach my volunteer job responsibilities with professionalism.
- ❁ Provide appropriate notice of unavoidable absence or lateness. **Not showing for your agreed upon volunteer shift is grounds for dismissal from volunteering.**
- ❁ Report to my volunteer job physically and mentally fit for duty. AAAR is a drug-free, alcohol-free and smoke-free workplace.
- ❁ Treat all animals with respect and kindness.
- ❁ Observe all safety and security rules in the performance of my volunteer job duties. Report all accidents, injuries, fire, theft, or unusual incidents immediately after occurrence or discovery.
- ❁ Maintain and safeguard the confidentiality of all business, donor, employee, volunteer, and animal records, credit and financial information and/or any information relating to the operation of the agency that is not known or readily accessible to the public.
- ❁ Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using AAAR property, services or supplies for personal reasons unless given prior permission by the appropriate staff member.
- ❁ Never physically or verbally attack or abuse a staff member, board member, other volunteer, client or animal. Such abuse will result in termination of volunteering.
- ❁ Promote goodwill by handling contacts with staff, board members, other volunteers, clients, and visitors in a spirit of courtesy and cooperation.
- ❁ Deal fairly with all AAAR co-workers, supervisors, customers, visitors, volunteers, board members, etc., without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap, or disability.

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- 🐾 Contact the Volunteer Coordinator immediately if I feel discriminated against or harassed by someone in connection with my volunteering.
- 🐾 Correct, whenever possible, misleading or inaccurate information and representations made by others concerning AAAR policies, practices, and procedures, or bring such issues to a staff member's attention.
- 🐾 Contact the Volunteer Coordinator if I have any questions or concerns about the AAAR's policies, procedures, interpersonal communications or my volunteer responsibilities.
- 🐾 In order to remain in good standing, I understand I am required to consistently adhere to the Volunteer Code of Conduct.

I, \_\_\_\_\_, have read and understand this contract, and do hereby agree to its terms. I am devoting my time to the AAAR on a purely voluntary basis and primarily for my own benefit.

I, \_\_\_\_\_, I recognize that in handling animals and performing other volunteer task, there exists a risk of injury including physical harm caused by the animals. On behalf of myself, my heirs, personal representatives, and executors, I hereby release, discharge indemnify, and hold harmless AAAR, its agents, servants, and employees from any and all claims, causes of action, or demands, of any nature or cause, including costs and attorney's fees incurred, or sustained by me in any way connected with my services for AAAR, including, but not limited to, animal bites, scratches, accidents, or injuries.

I agree to release, discharge, indemnify, and hold the AAAR harmless for any and all damage or loss to my personal property while performing my volunteer services for the AAAR in a voluntary capacity.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature  
(if volunteer is under age 18)

\_\_\_\_\_  
Date



23451 Pinewood, Warren, MI 48091  
Phone: 586-435-1745, Fax 586-933-2565

## **VOLUNTEER RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

**(READ CAREFULLY BEFORE SIGNING)**

### ***Section 1: PLEASE CHECK ONE:***

**FOR ADULTS** - The undersigned represents and warrants that he or she is the age of eighteen years or older and has the legal right to execute this agreement. The undersigned for himself or herself and his or her personal representatives, assigns, executors, heirs, and next of kin (collectively, the "Undersigned") acknowledge that the Undersigned will be performing volunteer services for All About Animals Rescue, a Michigan non-profit organization and further understand that certain risks and dangers may be associated with such volunteer services.

**FOR MINORS** - The undersigned is the parent or legal guardian of \_\_\_\_\_ ("Child"). The undersigned further represents and warrants that he or she is over the age of twenty-one years and has the legal right to execute this agreement on behalf of the Child. The undersigned for himself or herself and on behalf of the Child and each of their respective personal representatives, assigns, executors, heirs, and next of kin (collectively, the "Undersigned") acknowledge that the Child will be performing volunteer services for All About Animals Rescue, a Michigan non-profit organization and further understand that certain risks and dangers may be associated with such volunteer services. The Undersigned further acknowledges that the Child is participating in the volunteer services for educational purposes and benefit to the Child.

### ***Section 2: APPLIES TO ALL UNDERSIGNED***

The Undersigned voluntarily and knowingly signs this Volunteer Release and Waiver of Liability and Indemnity Agreement (this "Agreement") with the express understanding of waiving and releasing, and does hereby waive, release and discharge all rights, claims or cause of action involving, without limitation, for bodily injury, death or property damage (including, but not limited to, with respect to the Child, as applicable) or otherwise, while the Undersigned (or the Child, as applicable) is engaged, directly or indirectly, in such volunteer services, whether caused by the negligence or fault of any kind or nature of All About Animals

Rescue or its officers, directors, agents, employees, representatives, members, volunteers or otherwise.

The Undersigned assumes full responsibility for and risk of any such claims, causes of action, injuries, death or damage and covenants not to sue All About Animals Rescue, any officer, director, agent, employee, representative, member or volunteer or otherwise with respect to any and all rights, claims or causes of action released herein.

Further, the Undersigned shall indemnify, defend, and hold harmless All About Animals Rescue and its officers, directors, agents, employees, representatives, members and volunteers, whether individually or jointly (“Indemnitees”) from and against any and all liability, damage, loss, cost, and expense incurred or that may be incurred due in any manner or degree to the engagement of the Undersigned in the volunteer activities including, but not limited to, as result of, relating to or arising from any claim, demand, or cause of action for bodily injury, death or property damage whether caused by the negligence or fault of any kind or nature on the part of the Indemnitees or otherwise.

The undersigned agrees that this Agreement extends to all acts of negligence or fault of any kind or nature on the part of the Indemnitees (and to claims based upon any theory of liability, including, but not limited to strict liability) and is intended to be as broad and inclusive as is permitted by applicable law and that if any portion hereof is declared to be void or unenforceable, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS AGREEMENT AND DOES SO VOLUNTARILY AND WITH THE UNDERSTANDING OF THE PROVISIONS CONTAINED HEREIN.**

|  |             |
|--|-------------|
| For Adults: Name of Volunteer:               |             |
| For Minors: Name of Parent/Guardian:         |             |
| Address<br>City , State, Zip Code            |             |
| Phone:                                       | Cell Phone: |
| Email:                                       |             |
| Signature of Undersigned:                    | Date:       |
| AAAR Signature:                              | Date:       |
| Child’s Signature (if Child is 16 or older): |             |