

# Dogs & Cats Forever, Inc.

## Volunteer Application, Confidentiality Agreement, Volunteer Agreement & Release and Code of Conduct

### New Volunteer Registration Application

Please print clearly. All fields must be completed. All volunteers must attend orientation.  
Orientations are held the 1st Saturday and 3rd Wednesday of the month from 10:30 am - 12:30 pm at  
Dogs & Cats Forever, Inc., 4600 Selvitz Road, Fort Pierce, Florida 34981

Application Date: \_\_\_\_\_ How were you referred to this shelter? \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Driver's License # or Alternate ID Card #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth (M/D/YY): \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Are you a seasonal resident? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide alternate address: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

I can be reached at this location from (month) \_\_\_\_\_ to (month) \_\_\_\_\_

Minimum age for minors to volunteer is age 10. Volunteers age 15 and under are eligible to volunteer in the cat building. Volunteers age 15 and under will require a parent/adult guardian to be present at all times and the parent/adult guardian must attend orientation. Junior volunteers age 16-17 may volunteer in the dog and cat buildings.

Do you have minor children who will volunteer with you ? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Minor's Name (first & last) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

2. Minor's Name (first & last) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

3. Minor's Name (first & last) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**VOLUNTEER AREAS OF INTEREST: Please circle team & shift(s) that apply.**

Team	Shift	Responsibilities
Dog Team	<b>10 am - 1 pm</b>  <b>12 pm - 3 pm</b>  <b>3 pm - 6 pm</b>	<p>This team plays a vital role in ensuring the safety, health, and happiness of our dogs, and shelter enrichment initiatives are instrumental in alleviating the stress and boredom associated with kennel life.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Thorough cleaning of feed and water dishes; aiding in feeding and filling water bowls</li> <li>• Meticulous cleaning of kennels, run-outs, housing doors, handles, and windows</li> <li>• Assistance with shelter laundry tasks</li> <li>• Administering baths as per staff requests</li> <li>• Cleaning carriers and crates based on staff instructions</li> <li>• Walking dogs and engaging in social interactions after completing assigned tasks</li> </ul> <p>Volunteers are encouraged to provide this essential care, but it's important to note that when walking large, energetic dogs weighing over 50 pounds, volunteers must demonstrate control to ensure the safety and well-being of both the dogs and themselves.</p>
Cat Team	<b>11 am - 2 pm</b>  <b>2 pm - 5 pm</b>	<p>This team plays a vital role in maintaining the well-being of our cats, ensuring they are safe, healthy, and content. Enrichment activities are implemented to reduce stress and foster confidence in our feline residents.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Thorough cleaning of feed and water dishes</li> <li>• Feeding and filling water bowls</li> <li>• Cleaning and sanitizing litter boxes on schedule, as well as cleaning run-outs</li> <li>• Thorough cleaning of housing doors, handles, and windows</li> <li>• Assistance with shelter laundry tasks</li> <li>• Cleaning carriers and crates based on staff instructions</li> </ul> <p>Volunteers are encouraged to contribute to creating a positive environment for our cats, fostering a sense of security and well-being.</p>

Team	Shift	Responsibilities
PetSmart @ Tradition Team	<p><b>Flexible hours are available between:</b></p> <p><b>8 am - 11 am</b></p> <p><b>3 pm - 8 pm</b></p> <p><b>Each shift lasts approx. 45 minutes</b></p>	<p>This team plays a vital role in collaboration with the PetSmart Adoption Center, offering a significant opportunity to facilitate the adoption of DCF's cats and kittens.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Cleaning of feed and water dishes</li> <li>• Feeding and filling water bowls</li> <li>• Cleaning cages and sanitizing litter boxes</li> <li>• Engaging in interactive and socializing activities with cats, complemented by screening potential adopters, showcasing the cats and kittens, and interacting with the public, as needed.</li> </ul> <p>By representing DCF at PetSmart, this partnership enhances the organization's mission promotion. <b><u>Volunteers are required to be 25 years or older and committed to at least one weekly shift</u></b>, ensuring reliability in supporting this meaningful cause.</p>
Reception	<p><b>Tuesday - Saturday</b></p> <p><b>12 pm - 4 pm</b></p>	<p>This team plays a fundamental role in maintaining the efficient operation of our busy reception area, contributing to a seamless experience for our visitors.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Assisting customer service staff in managing phone calls</li> <li>• Organizing paperwork to ensure streamlined processes</li> <li>• Data entry</li> <li>• Scheduling appointments for various services</li> <li>• Providing assistance to customers with inquiries and other needs</li> </ul> <p>Your support in these tasks is essential to the overall functionality of our reception area and contributes to a positive experience for all who interact with our organization.</p>
Volunteer Development Team	<p><b>Orientation sessions take place on the 1st Saturday and 3rd Wednesday of each month from 10:30 am to 12:30 pm</b></p> <p><b>Additionally, for other tasks, hours are flexible</b></p>	<p>This team plays a pivotal role at DCF by providing training and mentorship to our new volunteers. Their efforts ensure the safety of both animals and volunteers while fostering a welcoming environment that encourages long-term commitment.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Developing comprehensive training materials</li> <li>• Planning, organizing, and leading training and orientation sessions</li> <li>• Providing hands-on guidance to volunteers, demonstrating proper techniques and protocols</li> <li>• Conducting shelter tours for new volunteers and explaining facility rules</li> <li>• Assessing volunteer progress during training sessions and communicating feedback to the Shelter Manager</li> </ul> <p>For additional detailed description of tasks and responsibilities, interested individuals are encouraged to contact the Volunteer Coordinator.</p>

Team	Shift	Responsibilities
Facilities / Property Maintenance Team	As needed	<p>This team plays a critical role in maintaining the overall functionality and aesthetics of the shelter.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>Ensuring the general appearance of the property by picking up and organizing supplies</li> <li>Conducting plumbing, electrical, and carpentry repairs that do not necessitate a licensed contractor</li> <li>Performing tasks such as mowing, trimming, and maintaining gardens and shrubs</li> </ul> <p>Your efforts contribute significantly to the upkeep of the shelter, creating a safe and welcoming environment for both animals and visitors.</p>
Fundraising / Events Team	As needed	<p>This team holds a crucial position in representing DCF at various events, providing a significant opportunity to promote our mission, secure funds, recruit volunteers, facilitate adoptions, and more.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>Actively participating in community events and fundraisers</li> <li>Collaborating as part of a planning committee for events</li> <li>Fulfilling day-of-event needs, which may involve tasks such as selling raffle tickets, assisting at information booths, and other necessary activities.</li> </ul> <p>Your involvement in these capacities contributes significantly to the success of our outreach efforts and the fulfillment of our organizational goals.</p>
Thrift Shop Team		<p>This team holds an integral role at DCF, ensuring the seamless operation of the Thrift Store and thereby generating funds vital for the shelter's mission.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>Receiving donations at the shelter, sorting them, and transporting items to the Thrift Shop</li> <li>Accepting and sorting donations at the store</li> <li>Pricing items, organizing merchandise, and managing cashiering duties</li> <li>Providing excellent customer service to enhance the Thrift Store experience</li> </ul> <p>Your dedication to these tasks significantly contributes to the success of our thrift store operations and plays a key role in supporting the financial needs of the shelter.</p>

**Please circle day(s) you are available.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Do you have previous volunteer experience ? Yes \_\_\_\_ No \_\_\_\_ If yes, where? \_\_\_\_\_

List your special skills and/or dog/cat experience: \_\_\_\_\_

\_\_\_\_\_  
Your safety and the safety of the animals are our top priority. Do you or your minor children have any medical or physical limitations that Dogs & Cats Forever, Inc. should be aware of?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
Volunteering for School or Community Service ? Yes \_\_\_\_ No \_\_\_\_ Court Ordered Service? Yes \_\_\_\_ No \_\_\_\_

For court-ordered community service: THIS AREA MUST BE COMPLETED IN FULL. ABSOLUTELY **NO** ANIMAL CRUELTY CHARGES. NO EXCEPTIONS. Dogs & Cats Forever, Inc. maintains the right to refuse any person. Please detail the nature of the offense.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Hours needed: \_\_\_\_\_ Date hours must be completed by: \_\_\_\_\_

Probation Officer: \_\_\_\_\_ Organization: \_\_\_\_\_

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

Have you ever been convicted of a felon? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, when and provide detail of the offense:

### **CONFIDENTIALITY AGREEMENT**

I understand and agree that as a volunteer of Dogs & Cats Forever, Inc. (DCF) and/or any affiliate entity, that I have a moral, legal, and ethical responsibility to maintain the confidentiality of all information regarding animals, business operations, employees and volunteers. Information pertaining to an animal's condition or records and information related to personnel, payroll, purchasing, costs and charges are considered confidential.

I agree that as a volunteer of Dogs & Cats Forever, Inc. and/or any affiliate entity, that I will not initiate contact with any member of the media nor discuss DCF business of any kind with any member of the media. I understand that DCF works directly with a public relations professional who handles all media opportunities and requests.

I fully understand the confidentiality requirements placed upon me as a volunteer of DCF. I understand that my services may be terminated if I, in any manner, breach any policies and procedures regarding confidentiality.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Date

## **VOLUNTEER AGREEMENT AND RELEASE**

In acknowledgment of Dogs & Cats Forever, Inc. (DCF) entrusting me with assignments falling within the scope of DCF's charitable purpose, with the understanding that such activities may be revoked by either myself or DCF at any time, I hereby commit to the following:

1. I acknowledge that while handling animals at DCF and during the course of my volunteer services at any affiliated site, there is a potential risk of injury, including personal physical harm. On behalf of myself, personal representatives, executors, and heirs, I hereby release, discharge, indemnify, and hold harmless DCF, its agents, servants, employees, officers, and directors from any and all claims, causes of action, or demands of any nature or cause associated with my Volunteer Agreement and Release. This includes costs and attorney's fees incurred by DCF in connection with my volunteer services, based on damages or injuries that may be sustained by me, including but not limited to animal bites, accidents, injuries, and personal property damage.
2. I agree to release, discharge, indemnify and hold harmless DCF for any and all damage to my personal property while performing my volunteer services to DCF.
3. I understand that public relations are an important part of volunteering at DCF. I agree on behalf of myself, personal representatives, executors and heirs to allow DCF to use any photographs taken of me for use in its public relations efforts.

I acknowledge that I have read and fully understand the terms and conditions of the above Volunteer Agreement and Release and that I will comply with the same at all times during service to DCF.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Date

### **PARENT OR LEGAL GUARDIAN (if volunteer under 18 years of age)**

As the parent or legal guardian of the volunteer mentioned above, I hereby grant my consent for my minor child to volunteer for DCF, as outlined in the Volunteer Agreement and Release provided above. I have carefully reviewed this Volunteer Agreement and Release, fully comprehending its terms and conditions. On behalf of both my minor child and myself, I willingly accept and agree to all the terms and conditions stipulated in this Volunteer Agreement and Release.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Date

## CODE OF CONDUCT

Dogs & Cats Forever, Inc. (DCF) considers volunteers working in collaboration with DCF staff as vital to ensuring the quality, effectiveness, and efficiency of its operations. The dedication of time and energy is integral for DCF to fulfill its mission, ensuring a better life for DCF animals through activities such as providing shelter, securing loving homes, and promoting respect for their role in our lives. DCF strives to make this a positive and affectionate experience for both the animals and the volunteers.

### Volunteers are to:

- Adhere to all DCF policies, procedures, and guidance, with a particular emphasis on those concerning the moral and ethical treatment of animals.
- Consistently maintain a polite and professional demeanor when representing DCF in all circumstances.
- Refrain from omitting information or providing inaccurate or untruthful details on the Volunteer Registration Application.
- Acknowledge that the DCF/volunteer relationship is 'at-will,' meaning that volunteer service may be terminated at any time, with or without hearing or notice, and for any reason.
- Provide the Volunteer Coordinator or the Shelter Manager as much advance notice as possible, in the event that you are unable to fulfill a scheduled shift or if you decide to resign from your volunteer service with DCF.

### For safety, volunteers are required to:

- Wear closed-toed, flat-bottomed shoes.
- Refrain from using cell phones while handling animals.
- Refrain from using foul or abusive language.
- Not report for volunteering under the influence of alcohol, narcotics, hallucinogenic substances, or any other illegal drugs.
- Smoking outside on benches at the front of the main building only.
- Not possess weapons or firearms while on DCF property; violation of this policy will result in immediate termination of volunteering.
- Avoid bringing friends or family to visit during your assigned shift.

I have received, read and understand the DCF Code of Conduct Policy and agree to abide by its provisions.

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Volunteer Signature

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Volunteer Name (please print)

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Date