

## AMARILLO SPCA VOLUNTEER Application, Liability, Requirements, Instructions

### REQUIREMENTS:

- Abide by all policies and procedures.
  - Be 18 years of age or older.
  - Be supervised by the ASPCA representatives in charge at shelter or any other location where ASPCA activities are occurring.
  - Report any problems or issues that arise in connection with or related to the ASPCA activities to the ASPCA representative in charge.
  - Use best efforts to ensure the safety and well-being of the animals you interact with while volunteering for the ASPCA.
  - Maintain a professional, friendly attitude with all persons/contacts while volunteering.
  - Understand that a volunteer may be removed from the position of volunteer at any time, with or without cause.
- Signature \_\_\_\_\_ Date \_\_\_\_\_
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### RELEASE FROM LIABILITY:

In consideration for the opportunity to work or volunteer for the Amarillo Society for the Prevention of Cruelty to Animals (ASPCA) I hereby agree to release, indemnify and hold harmless the ASPCA, it's officers, directors, employees, and agents (the Releasees) from any and all claims, damages, and liability arising from or related to my activities as an ASPCA volunteer. I further agree to release, hold harmless and indemnify the Releasees from any and all claims, damages, and liability arising from my riding as a passenger in any motor vehicle owned or leased by the Amarillo SPCA and operated by an employee or authorized agent of the ASPCA. THIS INDEMNIFICATION INCLUDES ANY CAUSE OR ACTION ARISING OUT OF RELEASEE'S NEGLIGENCE INCLUDING GROSS NEGLIGENCE. This indemnification includes any fees or costs incurred for legal services obtained by Releasees in connection with a claim subject to this Release.

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

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### INSTRUCTIONS:

- Come in to volunteer only during shelter hours: Tuesday – Saturday 12:00 to 5:00. There are also adoption and/or fundraising events to volunteer for that are offsite. Make arrangements for these activities with the ASPCA event representative.
- Sign in when arriving and let the ASPCA representative know you are here. Sign out when you leave.
- Request duties to be accomplished from shelter manager or ASPCA representative.
- Always have a leash with you, as you never know when you might need one.
- Be safe and don't take any animal for granted.
- Clothing and footwear should be appropriate for various volunteer duties. No Flip-flops or sandals.
- If children are with the visitor, never leave them alone and use caution when child wants to hold the animal.
- Ask an ASPCA representative BEFORE taking dogs out of the large dog areas or runs for exercise, grooming, etc.
- If bringing dogs in or through the kitchen, make sure no one is showing a dog; or ask if o.k. to bring another dog in to the area,
- If dogs are in the kitchen area, be sure all doors are closed to outside or other areas.
- Never turn dogs out together unless you ask an ASPCA representative. Assist with large and small dog care if asked and under guidance; not alone.
- Don't put dog food in crates/kennels unless you ask first, as animal may be going to the vet.
- Volunteers should not play/interact with cats in the cat building unless prior approval with or accompanied by and ASPCA representative. Some cats may scratch or bite. Do not feed unless instructed as some receive special care food or are going to the vet.
- Never be afraid to ask questions, as no question is stupid. If in doubt about anything, see an ASPCA representative (Board Member or Shelter Manager).

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

\_\_\_\_\_  
Date

Signature of ASPCA Representative \_\_\_\_\_



**Amarillo SPCA**  
**Volunteer Application**

Date \_\_\_\_\_

Full Name \_\_\_\_\_

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

Phone(cell) \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_

Home Address(street) \_\_\_\_\_

City/State \_\_\_\_\_ (Zip) \_\_\_\_\_

Place of Employment/or School Attending \_\_\_\_\_

Age: \_\_\_\_\_ Have you done volunteer work before? (Y/N \_\_\_\_\_)

Where: \_\_\_\_\_

Types of Tasks:

\_\_\_\_\_  
\_\_\_\_\_

Is this a project for a class? \_\_\_\_\_ Which class \_\_\_\_\_ # hrs needed \_\_\_\_\_

Do you own any animals (yes \_\_\_\_\_)(no \_\_\_\_\_)

Type/number of your dogs \_\_\_\_\_

Type/number of your cats \_\_\_\_\_

Specific tasks or projects you would like to volunteer for at the shelter? Do you prefer to work with cats or dogs?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_