



262 Fairgrounds Rd. • Hamilton, MT 59840
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VOLUNTEER APPLICATION

The Bitter Root Humane Association encourages the participation of volunteers who support the following mission: "organized in an effort to prevent cruelty to animals, to practice the animal population control concept and to educate the public as to needs, care and understanding of animals."

All potential volunteers must receive an interview prior to placement. We also require that all volunteers participate in a training program as part of their work experience and specific to their volunteer assignment/job. To be eligible to volunteer you must be 16 years of age or older. An adult must accompany volunteers under 16 at all times. Volunteers 8-13 may be interested in the Junior Humane Club (Day Camp attendance required) If you agree with our mission and are willing to be interviewed and trained, please complete this application. The information on this form will help us to find the most satisfying and appropriate job for you. Please print your responses.

Date: _____

Name: _____

First

Middle

Last

Address: _____

City

Zip

Home Phone: _____ Work Phone: _____ Cell: _____

Emergency #: _____ Name: _____ Relationship: _____

Email: _____

Date of Birth: _____ Occupation: _____

Employer: _____ Position: _____

Are you presently employed: Yes _____ No _____

If yes, list your work schedule: _____

School Grade Completed: _____ Extended Schooling/Training: _____

Are you available regularly each week? Yes _____ No. _____

Please indicate the time which you would be available for work:

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____ Almost any time _____

Do you have a valid Driver's License? _____ Do you have a car and would you be willing to transport animals as part of your volunteer work? Yes _____ No _____

Is this vehicle covered by liability insurance? Yes _____ No

Have you ever been convicted of a criminal offense? Yes _____ No

How did you find out about volunteer opportunities at the Bitter Root Humane Association? (circle one or list)

Verbal Referral Website Bitter Root Humane Assoc. Adoption Center Other

Have you volunteered for any other organizations? If so, please describe your volunteer duties and the duration of your stay with the organization. Also, please describe your participation in community activities, if any.

Why are you interested in volunteering with the Bitter Root Humane Association? What do you hope to gain from your volunteer experience?

Do you prefer working on your own or as part of a team? Why?

EDUCATION, SKILLS, EXPERIENCE

Special skills, training, interests, or hobbies _____

In terms of education, skills and/or abilities, what would you like to contribute to the Bitter Root Humane Assoc.?

Please list any experience that you have related to caring for, or working with animals.

PERSONAL INFORMATION

Do you have any health concerns (allergies, physical limitations) that might impact your ability to work at the shelter? If yes, please explain:

Do you have pets at home? If so, please list. Note: All BRHA volunteers who are also pet owners, but ensure that their animals' vaccines are current.

What pets have you owned in the past and for how were they with you?

If you own a dog, would you describe your animal as well trained? Have you attended formal obedience classes with your dog?

Are you a member of any other animal related organizations? Please describe.

Have you ever experienced a situation in which you had to work under rules that you felt were wrong or unfair? If faced with this situation at BRHA how would you respond?

Signature of applicant: _____

Possible volunteer positions:

Dog Walking
Dog Socialization/Fitness
Puppy Socialization
Dog Bathing/Grooming
Kennel Sit/Stay/Wait
Cat Socialization
Cat Box Changing/Care
Laundry
Dishes
Gardening & Lawn Maintenance

Offsite Volunteer Opportunities
(Training Required)

'A Forever Home' Thrift store customer service or Furniture refinishing
Humane Education Outreach Ambassador
Development/Fundraising
Animal Photo Boards
Special Events/Fundraising
Dog/Puppy Foster Care
Cat/Kitten Foster Care
Shelter Historian

Additional Volunteer Training & Scheduling Required

Dog Training
Kennel Assistant
Cat Room Assistant
Office/Front Counter Assistant
Adoption counselor
Front Counter Customer Host/Hostess
Pet Photographer (limited)
Internet Pet Listings



VOLUNTEER AGREEMENT

As a Volunteer with the Bitter Root Humane Association, I agree to:

In consideration of the Bitter Root Humane Association (hereafter referred to as BRHA) accepting me as a volunteer, I _____, hereby agree to indemnify, defend and hold BRHA, its employees, volunteers, and directors harmless for any and all damages, loss, or injuries I may sustain during my volunteer activities. I understand the risks involved with my volunteer activities at BRHA. I fully understand that BRHA handles many animals on a daily basis and I assume all responsibility for bodily injury, loss of personal property and expenses thereof as a result of working with these animals. I hereby grant and convey to BRHA all rights, title, and interest in any and all photographic images and video or audio records made in connection with activities conducted or sponsored by BRHA.

This volunteer release form is executed without reliance upon any representation by any person, the undersigned has carefully read and understands the contents of this volunteer release form, and executes the same as his or her own free act.

- Never strike an animal, or handle or treat an animal in such a way that it would be construed as rough or abusive. I will always exercise compassion and care with the animals.
- **Hold absolutely confidential all information that I may obtain, directly or indirectly, concerning clients, animals and staff.** I agree not to seek to obtain confidential information from a client. I understand that an intentional or unintentional violation of confidentiality may result in disciplinary action, including termination by the BRHA.
- **At all times, I will represent the BRHA in a positive manner.**
- Become familiar with BRHA policies and procedures and uphold their philosophy and standards. I will seek clarification from a Volunteer Services representative, a Team Leader or Shelter Manager.
- Donate my services to the BRHA without contemplation of compensation or future employment.
- Adhere to a BRHA policy of not taking pictures on BRHA property without permission, and not interfacing with members of the media unless otherwise instructed by BRHA Management Personnel.
- Be punctual and conscientious, conduct myself with dignity, courtesy, respect and consideration for others and strive to make my work professional in quality. To perform my volunteer duties in good spirit and to the best of my ability and to seek guidance from management staff when in doubt. I will contact my supervisor or staff if I am unable to assist as scheduled. Adhere to sign-in and scheduling procedures
- Maintain a well-groomed appearance for all volunteer assignments.
- Attend supplemental and advanced training whenever available and possible.
- Carry out my assignments in accordance with BRHA staff instructions and training, seek assistance from assigned staff and supervisory volunteers when necessary. Adhere to all safety procedures outlined by BRHA staff and/or Board of Directors.
- Limit my activity to my assigned work area unless otherwise directed by a BRHA management staff member or supervisory volunteer.
- Communicate any job-related problems, concerns, differences of opinion, conflicts, or suggestions only to BRHA Management staff or supervisory volunteer.
- Notify the BRHA Management staff or volunteer supervisor if I choose to discontinue my volunteer service.

I understand that the Bitter Root Humane Association reserves the right to terminate my volunteer status as a result of any of the following:

- Any abuse or mistreatment of an animal
- Failure to comply with organizational policies, rules, and other regulations as set forth by the BRHA Management staff or BRHA Board of Directors.
- Unsatisfactory attitude, work, or appearance.
- Any other circumstances which, in the combined judgment of the Volunteer Manager, BRHA Operations Manager and Board of Directors Executive Committee would make my continued service as a volunteer contrary to the best interest of the Bitter Root Humane Association.

I have read and understand each of the above conditions. My signature below indicates that I agree to comply with them.

Signature

Date