

VOLUNTEER APPLICATION

Name _____ Date _____

Home Phone _____ Work Phone _____ Cell Phone _____

Mailing Address _____

Email _____ Fax _____

Occupation _____ Employer _____

Are you over 18? _____ You MUST be at least 18 years of age to volunteer for ELPO.

As a qualifying agency for the Presidential Service Award, your age group is required to track your volunteer hours. Please indicate age: Group 1: 15-25 _____ Group 2: 26-49 _____ Group 3: 50+ _____

What size t-shirt do you wear? S _____ M _____ L _____ XL _____ XXL _____

Areas of Interest:

- _____ General volunteering (walking, nurturing the animals on-site only)
- _____ Special events (such as off-sites adoptions, fundraisers, administrative assistance, etc.)
- _____ Second Chance Treasures (2CT) estate sale pack-ups and events (2CT is the resale shop benefiting the homeless animals of ELPO; 2CT volunteers are invited to assist with weekend pack-ups of items donated through local estate/garage sales, items are packed up and then transported for resale through the store, consignment stores, scrap metal recycling and large estate sales put together by 2CT team members)

Do you have a valid Texas driver's license? License number _____

Have you ever been charged with ANY criminal offense? If so, please explain: _____

If you are interested in transporting orphans, do you have liability insurance? _____

Name of insurance company: _____

Have you had prior experience working with animals? _____

Please describe: _____

Do you have pets? _____ Please list: _____

Are they spayed and neutered? _____

Educational background: _____

What professional/personal resources and skills do you wish to share with East Lake Pet Orphanage?

Reference:

Name _____ Phone(s) _____

East Lake Pet Orphanage

Phone: 214-349-3576
Fax: 214-342-3166

10101 East Northwest Highway
Dallas, TX 75238

VOLUNTEER STANDARDS AND POLICIES

The East Lake Pet Orphanage team of dedicated staff and volunteers help to make a world of difference in the lives of the many animals and people we serve. The following volunteer standards and policies will insure your donation of time and compassion will be effective and rewarding:

- ◆ You **MUST** be at least 18 years of age to volunteer for ELPO.
- ◆ Volunteers must be able to work unsupervised. If a volunteer needs supervision due to any special needs, it is up to the volunteer to find someone such as a friend or family member that can go through the orientation process and come to any volunteer sessions with them.

We regret that ELPO is not able to provide supervision.
- ◆ For your safety and the safety and well being of the animals, please abide by the instructions given you by our staff.
- ◆ If you are injured in any way while volunteering at ELPO, notify your supervisor or staff person in charge and get appropriate first aid treatment. Even minor kitten scratches can pose a danger if not properly addressed.
- ◆ Please do not take on any other tasks than those assigned to you. If you should notice any problems, or see an animal in distress, tell the appropriate staff person immediately. Do not attempt to correct the problem yourself.
- ◆ East Lake Pet Orphanage is not responsible for your personal items.

EAST LAKE PET ORPHANAGE VOLUNTEER AGREEMENT

1. I, _____, hereby agree to accept a position in a voluntary capacity as a volunteer for ELPO. I understand that the term “voluntary” means the way in which actions or services are rendered to ELPO. Such actions or services are rendered to ELPO with generous and charitable motives. No liability whatsoever will be incurred by ELPO to anyone who performs voluntary actions or services. I understand that the term “volunteer” means a person who freely chooses and renders services to ELPO in a voluntary capacity. I understand that as a volunteer, I am not eligible for any employment-type benefits, including but not limited to employment insurance programs, workers compensation accrual in any form, or sick, holiday or annual leave time.
2. I authorize ELPO to seek emergency medical treatment in case of accident, injury or illness.
3. I fully understand that ELPO handles animals of unknown temperament on a daily basis. I agree to hold ELPO harmless from any injury or disease which I might sustain from handling animals during the course of my volunteer duties.
4. I fully understand and agree to assume all risks involved in any and all duties that I perform for ELPO. Such duties may consist of, but are not limited to, animal handling, off-site adoption assistance, custodial work, kennel staff assistance and other foreseeable duties.
5. I agree to familiarize myself with all ELPO policies and procedures. I will fully comply with these policies and procedures.
6. I fully understand that ELPO expects high standards or moral and ethical treatment of animals under its care. I agree to strictly adhere to these standards in my voluntary capacity at ELPO.
7. I fully understand and agree that either for failure to comply with any and all of the obligations outlined in this Volunteer Agreement, or for any reason whatsoever, while performing my voluntary services for ELPO in a voluntary capacity, ELPO, at its sole discretion, may immediately terminate my volunteer services.

Date: _____ Signed _____

EAST LAKE PET ORPHANAGE RELEASE

1. I agree to release, discharge, indemnify and hold ELPO harmless for any and all damage to my personal property while performing as a Volunteer in a Volunteer capacity any and all duties for ELPO.
2. I recognize that in handling animals there exists a risk of injury or sickness, including personal injury or harm. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless ELPO, its agents, servants and employees from any and all claims, causes of action or demands, of any nature or cause connected with my Volunteer Agreement. This might include connection with my Volunteer services based on damages which may be incurred or sustained by me in any way. Such damages or injuries might include, but are not limited to animal bites, accidents, injuries and personal property damage.
3. I understand that ELPO feels it is important for all volunteers to be current on their tetanus vaccination. I will consult a physician, at my own expense, to decide whether or not to be vaccinated against tetanus. I release ELPO from all responsibility that may occur because of my not being vaccinated against tetanus and I understand that whatever decision I make regarding a tetanus vaccination is at my own risk.
4. I understand public relations is an important part of volunteering at ELPO. I agree, therefore, on behalf of myself, my heirs, personal representatives and executors to allow ELPO to use any photograph or video recording taken of me for use in public relations efforts. Any photographic or video images which I produce, in a voluntary capacity will become the sole property of ELPO and as such, they may use them in any ways they see fit. ELPO will use reasonable efforts to notify me, but such notification is not a condition of use.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THE FOREGOING VOLUNTEER AGREEMENT AND RELEASE AND WILL COMPLY WITH THE CONDITIONS OF SAME.

Date _____

Volunteer _____

**EAST LAKE PET ORPHANAGE
VOLUNTEER EMERGENCY MEDICAL FORM**

NAME_____

PHONE_____

EMERGENCY CONTACT_____

RELATIONSHIP_____

HOME PHONE_____

WORK PHONE_____

CELL PHONE_____

PHYSICIAN NAME_____

PHONE_____

PERTINENT MEDICAL INFORMATION (LIST ANY ALLERGIES, IMMUNITY PROBLEMS,
RESPIRATORY CONDITIONS, ETC.)

VOLUNTEER SIGNATURE_____

PRINT NAME_____

DATE_____