



Volunteer Application

We LOVE our volunteers! We cannot function without them! Thank you for sharing your time with us! Volunteers must be 16yrs or older or accompanied by an adult.

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Secondary Phone: _____

E-mail Address: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Would you be willing to volunteer for special events? _____

What are you interested in doing at the shelter? *(Please circle all that apply)*

- | | |
|---|---|
| ☒ <i>Grooming</i> | ☒ <i>Special events/Fundraising</i> |
| ☒ <i>Feeding/Cleaning</i> | ☒ <i>Walking dogs</i> |
| ☒ <i>Assisting front desk</i> | ☒ <i>Socializing</i> |
| ☒ <i>Taking Photos</i> | |

What animals are you most comfortable working with? *(Please circle all that apply)*

- ☒ Dogs
- ☒ Cats

The volunteer agrees to release CLINTON HUMANE SOCIETY from all claims for harm or damage to volunteer and/or members of the volunteer's family, which may be caused by any animal. Further, volunteer agrees to hold CHS harmless against all persons for claims by any person for bodily injury or property damage caused by the animal, and further agrees to defend, indemnify and hold harmless the CHS, it's officers, agents and employees from any and all claims, suits and judgments for damage to property or bodily injury resulting from the volunteer's working with said animal. The volunteer understands he/she is NOT covered by Clinton Humane Society Insurance Plan or workman's compensation.

Volunteer Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

Staff Member's Signature: _____

Date: _____

Confidentiality Policy
(Employees, Volunteers and Board Members)

It is the policy of the Clinton Humane Society that board members, volunteers and employees of the Clinton Humane Society will not disclose confidential information belonging to, or obtained through their affiliation with the Clinton Humane Society to any person, including their relatives, friends, business and professional associates unless the president has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees are cautioned to demonstrate professionalism, proper judgement and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents on computer screens in plain view.

Upon separation of employment and/or at the end of a board members term, he or she shall return all documents, papers and other materials that may contain confidential information.

Employees, volunteers and board members of the Clinton Humane Society may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Clinton Humane Society that such information must be kept confidential both during and after employment or volunteer service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made unauthorized disclosure to appropriate discipline, including removal/dismissal.

Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

***Certification:**

I have read the Clinton Humane Society's policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform my board member president immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to including termination of my service with the Clinton Humane Society.

Volunteer Signature: _____ Date: _____

Shelter Staff Signature: _____ Date _____