



ANIMAL RESCUE LEAGUE OF NH, NORTH  
223 East Main Street, POB 260  
Conway, NH 03818-0260; **603-447-1830**  
Volunteer Coordinator: **KIM HENRY**

## **VOLUNTEER FORM** 3/10

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**EMAIL** (Please print clearly): \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_ **Phone:** \_\_\_\_\_

If you are currently active with the CAHS, please list your duties and schedule:

\_\_\_\_\_

\_\_\_\_\_

**If under 18**, Date of Birth: \_\_\_\_\_

Have you attended a CAHS volunteer orientation? Yes \_\_\_ No \_\_\_

**Days Available:** Sunday \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_  
Friday \_\_\_ Saturday \_\_\_

**Available:** Mornings \_\_\_ Afternoons \_\_\_ **Hours:** Per week \_\_\_ Per month \_\_\_

Any special skills we should know about or could use?

\_\_\_\_\_

\_\_\_\_\_

**Addition information or Comments:**

\_\_\_\_\_

\_\_\_\_\_

Please check the jobs in the following list that you would be willing to do, and circle the days you would be available:

- Baking for Special Events
- Cat House Cleaning            8:30 – 12:00            Su M T W Th F Sa
- Community Outreach/Educational Programs
- Computers/graphic arts/web sites
- Dog House Cleaning            8:30 – 12:00            Su M T W Th F Sa
- Emptying Donation Boxes
- Fund Raising Events: March Brunch \_\_\_ September Bark \_\_\_ November Fur Ball \_\_\_ Open Houses \_\_\_ Others \_\_\_
- Harrison House Thrift Shop 10:00 – 3:00            - - T - Th F Sa
- ReTails Boutique            10:00 – 3:00            S M T - Th F Sa
- Mailer Assembly
- Making Small Animal Blankets (knitting, crocheting)
- Photography (pictures & write-ups for the media/website)
- Pick-up & Moving of donations/furniture for Thrift Shops
- Poster/Flyer Distribution
- Reception - Cat House            12:00 – 4:00            Su M T - Th F Sa  
(*anytime between these hours*)
- Reception - Dog House            12:00 – 4:00            Su M T - Th F Sa
- Shelter Grounds Maintenance/Gardening
- Shopping for Shelter Supplies
- Socializing/Grooming Cats 12:00 – 4:00            Su M T - Th F Sa
- Socializing/Walking Dogs 12:00 – 4:00            Su M T - Th F Sa
- Spay/Neuter Clinics (Non-surgical jobs)            Saturdays Only



## VOLUNTEER REFERENCES

*Please provide a minimum of two references (not related) we may contact:*

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**In what capacity do you know this person?**

\_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**In what capacity do you know this person?**

\_\_\_\_\_

**What was the date of your last tetanus shot?** \_\_\_\_\_

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*Thank you for your interest in volunteering for the Conway Area Humane Society!!*

*We will do our best to see that you receive guidance and training in whatever volunteer job you choose. Please let us know if you need any more information or questions answered that would make your experience with us easier and more rewarding.*

*We do appreciate your offer to help*

# **Animal Rescue League of New Hampshire - North Volunteer Agreement**

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The staff and Board of Directors appreciate the many volunteers of the Animal Rescue League of New Hampshire - North (the League) and we value their hard work and endless dedication. The League could not succeed without them. This policy is designed to address certain key volunteer eligibility criteria which are in place for the protection of the animals, the staff and volunteers, and for the overall good of the League.

## **1.0 GENERAL VOLUNTEER REQUIREMENTS**

In order to be eligible to volunteer, you must:

- 1.1 Be at least 14 years of age.
- 1.2 If between the ages of 14 and 15, have a NH Youth Employment Certificate.
- 1.3 If between the ages of 14 and 15, have a parent or legal guardian accompany you while you volunteer.
- 1.4 If age 16 or 17, have your volunteer waiver signed by your parent or legal guardian.
- 1.5 Attend a volunteer orientation session. (In addition, you may be required to attend additional training sessions prior to being eligible to perform specific duties – for example, dog handling and cat handling classes)
- 1.6 Sign the standard Volunteer Waiver of Liability.

## **2.0 CIRCUMSTANCES THAT RENDER AN INDIVIDUAL INELIGIBLE TO VOLUNTEER**

You are ineligible to volunteer if you meet any one of the following criteria:

- 2.1 Younger than age 14.
- 2.2 Younger than age 16 without an accompanying parent or legal guardian.
- 2.3 Younger than age 16 without a NH Youth Employment Certificate.
- 2.4 Younger than age 18 without a volunteer waiver signed by your parent or legal guardian.
- 2.5 A Registered Sex Offender.

- 2.6 Anyone that has been reported to the League as involved in an Animal Cruelty Investigation situation of neglect or abuse or the unauthorized removal of animals from another person's property.
- 2.7 Anyone that has been the subject of an Animal Cruelty Investigation with a negative outcome.
- 2.8 Anyone who is currently under investigation for Animal Cruelty, neglect, abuse or the unauthorized removal of animals from another person's property.

**3.0 CIRCUMSTANCES THAT MAY PREVENT VOLUNTEERING OR TERMINATE AN EXISTING VOLUNTEER RELATIONSHIP**

You will be ineligible to volunteer, or ineligible to continue volunteering, if you meet any one of the following criteria:

- 3.1 Anyone who has knowingly lied to a League representative in animal surrender circumstances, on adoption applications or through other means of communication with a volunteer, Board Member or staff member.
- 3.2 Anyone who has participated in abusing, verbally or physically, the animals housed at the League or in foster care.
- 3.3 Stealing from the League or from staff, other volunteers or the general public.
- 3.4 Lying to the staff or volunteer coordinator about issues regarding the animals, volunteer activities or anything relevant to the workings of the League.
- 3.5 A pattern of failing to appear for scheduled shifts and failing to call in, as determined by the Volunteer Coordinator.
- 3.6 A demonstrated lack of ability to get along with fellow volunteers or staff members.
- 3.7 Swearing, violent behavior or any inappropriate behavior during volunteer work, on site or off site.
- 3.8 Engaging in any behavior that directly negatively impacts the League or its reputation.
- 3.9 Having a conflict of interest in regards to competing fundraising markets (for fundraising volunteers only).

#### **4.0 OTHER CIRCUMSTANCES NOT SPECIFICALLY COVERED BY THIS POLICY**

If any issues arise that are not specifically addressed in this policy, volunteer eligibility will be determined by the League's Volunteer Coordinator.

#### **5.0 VOLUNTEER WAIVER**

I hereby assert that I freely and voluntarily agree to provide volunteer services to the Animal Rescue League of New Hampshire - North ("the League") from time to time at my discretion as set forth below. I understand the League is a non-profit, public charity and I choose to volunteer my services to the League based on my own desire to contribute to my community for civic, charitable and/or humanitarian purposes. I understand that I am in no way obligated to do so and that my hours of service as a volunteer at the League are served with no promise, expectation, contemplation or receipt of compensation or benefits for the services rendered.

During my volunteer services, I agree to act in the best interest of the League and its animals and to abide by the policies, procedures, rules and regulations as outlined in the League's Volunteer Handbook. I understand that the above Application information is voluntarily provided and may be used and disclosed for League purposes. I shall keep confidential all matters that are not otherwise known by the public concerning the League and its animals, customers, adoption applicants, donors and any other matter relating to League affairs.

The League has my permission to use any and all photos or videos taken of me for promotional use or to advertise an event. I understand that all prints, film and negatives become property of the League and may be used without prior notification or compensation of money, services or goods. I authorize the League to seek emergency medical treatment in case of injury, accident or illness. While the League is concerned about the safety and well-being of its volunteers, I acknowledge that it is my sole responsibility to exercise caution and good judgment. I understand and voluntarily assume the risks associated with volunteering for the League.

In consideration for my being able to volunteer, I hereby release ARL, its employees, and other person or entity who could be held liable, from any and all claims that I have or may have as a result of my volunteer work.

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Signature of Applicant (if under 18, please have parent or legal guardian  
sign) \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_