

# Foothill Dog Rescue

## VOLUNTEER Application Form

Turn in to front desk or email to [volunteerfdr@gmail.com](mailto:volunteerfdr@gmail.com)

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

1. NAME: \_\_\_\_\_ (AGE: \_\_\_\_\_) (min age 16).

2. Street Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Phone #1 (Home): \_\_\_\_\_

5. Phone #2 (Cell): \_\_\_\_\_

6. Email: \_\_\_\_\_

7. Volunteer options (check all that apply):

\_\_\_ Weekday office help (Monday/Wednesday/Friday) 12:00pm-3:00pm.

\_\_\_ Intake help – Help with the dogs as needed after pulls from the shelter, ie. Set up, bathing, crate cleaning, getting tags/collars/leashes/crates ready for our fosters, clean up.

\_\_\_ SATURDAY ADOPTION EVENTS: Set up pens, water bowls, dog pads, walk dogs as needed, crate cleaning, potty breaks, comfort dogs, clean up all dog areas, clean bowls, clean up the rescue, etc. Sign up Genius will be used for different times, slots and duties.

\_\_\_ SATURDAY EVENT: Computer processing for adoptions (requires training on process and committing to 12:00pm-3:00pm on Saturdays as available).

8. What other skills can you offer?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. NOTES: \_\_\_\_\_

\_\_\_\_\_

FDR ONLY: \_\_\_ Entered in Shelter Manager on \_\_\_/\_\_\_/\_\_\_ BY: \_\_\_\_\_

Code form signed? \_\_\_ Handout provided? \_\_\_

**Once entered into Shelter Manager, please put in a folder for Val Prater, or scan and email to Val**

**Please make sure to keep the code of conduct sheet with the application, and the guidelines go with the volunteer.**

## FOOTHILL DOG RESCUE

Mission Statement: Foothill Dog Rescue is an all-volunteer rescue organization, matching dogs with their forever homes, with special emphasis on after-adoption support and networking.

### VOLUNTEER CODE OF CONDUCT

By signing this agreement, I, \_\_\_\_\_, agree to the Foothill Dog Rescue (FDR) Volunteer Code of Conduct:

- I understand that the goal of the volunteer program at FDR is to engage and educate the public on our mission at FDR, to support FDR activities, and to provide care for the lives of FDR animals. I understand that I can and should always seek guidance if I am ever unclear about the mission, philosophy or practices of FDR.
- I agree to conduct myself in an appropriate and professional manner while volunteering for FDR. In my capacity as a volunteer, I agree to conduct myself in a manner consistent with humane treatment of FDR animals and professional interaction with employees, patrons, other volunteers, and members of the public.
- I understand that FDR welcomes & relies upon volunteer feedback. If I am ever in disagreement with any philosophy, policy or practice of FDR, I agree to use the appropriate, established communication channels to share my concerns or feedback. The channels are, in order:
  - Communicate first with the Volunteer Coordinator.
  - If I feel my concern was not addressed at this level, I will then communicate it directly to any member on the FDR Board of Directors.
- I understand that I am responsible for reviewing all the material given to me at orientations and trainings. If I have any question or do not understand anything in the materials, I agree to ask the Volunteer Coordinator.
- I know that as an FDR volunteer, I represent the FDR organization and I promise not to engage in any activity or communication that may cause harm to the reputation of FDR. I agree to be a role model for the humane treatment of animals, at home and in all places as well as while working with the rescue animals.
- I agree to accept supervision, direction and support from the FDR staff, and understand that they will provide me with feedback to help me perform my volunteer duties most effectively and safely, and in the best interest of the animals I am volunteering to help.
- I understand that failing to observe the above agreements could result in my dismissal from the volunteer program, and that I can be removed at any time at the discretion of the Volunteer Coordinator or member of the FDR Board of Directors.

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Volunteer signature

Date

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Signature of Parent or Legal Guardian (for volunteers under the age of 18) Date

## FOOTHILL DOG RESCUE VOLUNTEER GUIDELINES

***Foothill Dog Rescue (FDR) is a non-profit business and is expected to provide professional, high Integrity services to the community in aiding the adoption of rescued dogs. FDR is a volunteer-only run organization, and therefore requires volunteer screening, guidelines and training to provide the most productive and rewarding experience for volunteers and those seeking FDR's services.***

1. Minimum age of volunteer must be 15 years
  - a. Office staff proposes a parent must be present if deemed that the volunteer is under the age of 15 and/or lacks the maturity to volunteer independently assessed by FDR personnel via in-person interview or from experience with volunteer.
  - b. All applicants must have a phone and an in-person interview with FDR personnel such as a Board member, the Volunteer Coordinator, or weekday office volunteer with FDR personnel.
  - c. Saturday volunteers must attend a training session on Saturday from 11:00am-11:30am or a pre-determined time during the week with the Volunteer Coordinator.
2. All volunteers must adhere to office professional casual dress code such as jeans/pants or long shorts (no cut-off shorts) and a t-shirt long or short sleeve (no halter, strapless tops or skimpy no sleeve blouse/top). Volunteers must wear closed-toe shoes for safety purposes.
3. No smoking inside or directly outside FDR office doors during an adoption event.
4. Volunteers take direction from FDR personnel or designated person(s) and are expected to provide good customer service and accurate information to public and good care to all animals.
5. Volunteers must sign-up for volunteer time in advance as agreed upon with FDR personnel, or through methods of sign up sent out by the Volunteer Coordinator.
  - a. Shifts on Saturday will be 11:30am-1:30pm, 1:30pm-3:30pm. There will be specific sign-ups for each shift/duty available for the FDR event. The 1<sup>st</sup> shift will be responsible to do prep and set up prior to the adoption event. The 2<sup>nd</sup> shift will be responsible to do clean up and take down, after the adoption event.
  - b. All volunteers must contact the Volunteer Coordinator immediately and in as much advance time as possible, if unable to show up to committed volunteer time.
  - c. If a volunteer has several occurrences of not showing up or not calling in advance if unable to work committed volunteer time, FDR reserves the right to deny the volunteer additional volunteer opportunities with FDR.
6. Volunteers should not work days that are not assigned unless pre-arranged with the Volunteer Coordinator.
7. All volunteers should receive a copy of this guideline and review it. Volunteers should direct questions, concerns or suggestions to the Volunteer Coordinator or FDR personnel.
8. Volunteers working on weekdays or Saturdays should plan to have lunch before or after their committed volunteer time. Any exception must be approved by FDR personnel in advance of working committed volunteer time.
9. All volunteers should complete volunteer calendar for committed volunteer days, and should comply with above guidelines regarding the inability to meet volunteer commitment.
10. FDR reserves the right to accept or deny any volunteer from volunteering at FDR.
11. All volunteers should complete an application with contact information, emergency contact information and FDR personnel should ensure the volunteers are aware (preferably receive a written copy) of the above guidelines.