



## BLOOMFIELD ANIMAL SHELTER VOLUNTEER PROGRAM

61 Bukowski Pl

Bloomfield, NJ 07003

P: 973-748-0194 | E: VolunteerAtBas@yahoo.com

www.BloomfieldShelter.com

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### PERSONAL INFORMATION:

**\*PLEASE PRINT LEGIBLY**

Full Name:

Date:

Email Address:

Phone #:

Address:

City:

State/Zip:

Occupation:

Employer:

Emergency Contact Name:

Emergency Contact #:

**\*Please note: The minimum age for volunteering is 18 years old. Any volunteer of ANY age can be discharged from the Volunteer Program at any time due to breach of Volunteer Code of Ethics.**

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### PLEASE PROVIDE YOUR AVAILABILITY:

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

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### GENERAL INFORMATION:

*\*Please tell us about yourself. Why do you want to volunteer with us? Do you have any pets? Do you have any volunteer experience? Is there anything you would like to learn?*

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**VOLUNTEER TASKS:** *\*Please indicate areas of interest. Training is required and provided for all areas.*

**ANIMAL CARE:**

Cat Room Attendant, age 18 & up (includes socializing, cleaning litter boxes, laundry, decorating):

Dog Walker (age 18 & up):

**FACILITIES:**

Kennel Attendant (laundry, cleaning bowls, runs, etc.):

Grounds-keeping:

**FOSTERING:**

\*Must be 18 years old, or have parent/guardian permission. Please ask for more information and Foster application.

**FUNDRAISING:**

*\*While caring for our animals is our top priority, raising profits is a necessity. We always need volunteers to assist with fundraising efforts also (when available, of course). Events can include donation drives, adoption events, fairs, etc.*

On-site (shelter) events:

Off-site events:

Community Outreach:

Solicitation:

Grant writing:

**WE VALUE YOUR INPUT. IF YOU WOULD LIKE TO HELP US IN OTHER WAYS, PLEASE LET US KNOW HERE:**

## **VOLUNTEER CODE OF ETHICS**

We value all volunteers. Whether your knack is socializing cats, walking dogs, fundraising, etc., you are making a positive contribution and difference in the lives of the animals at the shelter.

As a volunteer representing the Bloomfield Animal Shelter, your conduct and interaction with staff, other volunteers, and the public is expected to always be professional and courteous. By volunteering, you are making a commitment to staff and the animals to carry out, to the best of your abilities, the tasks you have pledged to perform.

The **Volunteer Code of Ethics** clarifies the expectations and principles for the Bloomfield Animal Shelter volunteers. Should a volunteer (and/or parent/guardian) display unprofessional, dishonest or disrespectful behavior or exhibit a lack of self-discipline, he/she will be asked to leave the premises. Such behavior could be grounds for termination of volunteer status. ***RESPECT, SAFETY, & QUALITY IS OUR GOAL.***

**As a Bloomfield Animal Shelter volunteer, I pledge to:**

- Respect others even though I may not agree with them
- Display courtesy, sensitivity, consideration and compassion for people and animals
- Use good judgment in recognizing the scope of authority of staff members
- Keep safety at the forefront of all volunteer activities
- Follow the rules presented to me in training
- Respect and use equipment and supplies as they are intended
- Report all injuries immediately to a staff person
- Perform all tasks to the best of my ability
- Ask for help when needed
- Recognize training is essential to maintain safe shelter practices

### **Self-Discipline**

- Recognize my limitations and those of others
- Set boundaries for myself – know my limits with the animals and other activities
- Hold myself accountable for the commitments I undertake

### **Communication**

- Recognize I communicate both verbally and non-verbally
- Listen to the needs of others
- Advise shelter personnel of relevant information regarding the animals and my involvement at the shelter

### **Commitment**

- Recognize true commitment comes from within
- Respect that people and animals count on me to honor my commitments
- Work together with staff and other volunteers to meet NJHS's goals

### **Welfare**

- Value my role in the maintenance and growth of the organization
- Strive to promote a positive environment
- Respect and support all people and animals.

## **VOLUNTEER WAIVER & RELEASE FORM**

I authorize the Bloomfield Animal Shelter to seek emergency medical treatment for me in case of an accident, injury or illness and to hold BAS harmless in such an event. I understand that under the Bloomfield Animal Shelter Worker Compensation Policy, volunteers are not eligible for coverage for injuries sustained while volunteering at the shelter or any other Bloomfield Animal Shelter sponsored events.

I waive all claims against the Bloomfield Animal Shelter, the Township of Bloomfield, the County of Essex, or the State of New Jersey, and/or their members, directors, employees and volunteers for all personal injury and property damages resulting from volunteer work for the Bloomfield Animal Shelter.

I understand that during my time at the Bloomfield Animal Shelter I may be photographed. I authorize the Bloomfield Animal Shelter to use photographs of me in promotional materials, volunteer interest stories, brochures, newsletters, or in other professional capacities.

I have volunteered to care for and interact with the animals at the Bloomfield Animal Shelter. As a volunteer, I agree to follow all rules, policies, and procedures of the Bloomfield Animal Shelter while volunteering for the shelter in any capacity.

I assume all risk associated with volunteering, and understand that the Bloomfield Animal Shelter offers no warranty or guarantee as to the animals' physical condition, health, or ability to cohabitate with persons or other animals. I agree to indemnify and hold Bloomfield, NJ harmless from any and all damage to myself or my property, or the person and property of third persons, resulting from my volunteering in any capacity. I assume responsibility for my own safety during these activities.

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**Volunteer Signature**

**Date**

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**Signature of Parent or Legal Guardian** *(For volunteers under the age of 18 only.)*

**Date**

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**Volunteer Coordinator Signature**

**Date**

**Date of Volunteer Orientation:** *(to be completed by staff/coordinator):* \_\_\_\_\_

**VOLUNTEER APPLICATION**