

# Volunteer Application



Welcome, and thank you for your interest in volunteering at Caring for Cats, Inc.! We are dedicated to maintaining and improving the lives of cats and kittens through positive human/feline experiences.

Our organization is an all-volunteer, non-profit, no-kill cat shelter and foster network. As a member of our volunteer team, you can be part of the mission to provide compassionate care and help find loving homes for the cats and kittens in our care.

As a Caring for Cats, Inc. volunteer, you also represent the shelter to the general public and to potential adopters who wish to provide a forever home. We are looking for long-term volunteers who can make a commitment of at least 6 months. Please note that you must be at least 16 years old to volunteer with Caring for Cats, Inc.

There are numerous responsibilities and benefits to volunteering at Caring for Cats, Inc. Volunteer roles vary and there are many opportunities to share your skill sets and interests:

- **Cat Caregiver:** Scoop litter, clean various shelter areas, sweep and mop the floors, feed the cats and kittens, provide basic grooming and socializing, and provide much needed love and attention.
- **Adoption Counselor:** Greet visitors who come to the shelter, screen and educate potential adopters, and complete all paper work for adoptions. Act as lead volunteer during hours we are open to the public. Responsibilities may include intake of new cats if space is available.
- **Adoption Support Staff:** Support adoption counselors by greeting visitors who come to the shelter. Screen and assist with potential adoptions. Groom and socialize the cats and provide support for miscellaneous cleaning as needed. This position is only on Saturdays and Sundays.
- **Team Lead:** Provide direction for cleaning teams, administer medications as needed, support adoption counselors as needed, and inspect cleaning once team is finished.
- **Volunteer Management:** Assist with volunteer recruitment, communication, scheduling, and training. Roles vary and are shared by a volunteer management team.
- **Other Roles:** If you have other skills such as technology, web, desktop publishing, photography, professional writing, or design, we are always in need of this type of support for newsletters, fundraising events, and website/social media management. Experience with planning fundraisers or public relations skills are also needed.

As you complete the following application, we encourage you to think about what skills you can share, when you are available, and how you'd like to benefit from volunteering your time and talents. Your application information will be kept confidential within our organization, and will not be shared for any reason. We will review your application and be in contact with you as soon as possible.

Our volunteers are our lifeblood – we look forward to welcoming you into our community.

Sincerely,

**Caring for Cats Board of Directors**

*Caring for Cats, Inc. is a 501-c-3 nonprofit organization, dedicated to maintaining and improving the lives of cats and kittens while promoting positive experiences through shelter, food, and medical care, cat adoptions and foster care, and public education about the nature and care of cats and kittens.*

Office Use Only:

Contact Date \_\_\_\_\_ Contact method \_\_\_\_\_ Email List Y/N \_\_\_\_\_ VO Date \_\_\_\_\_

### Applicant Information

Last Name, First Name	
Date of Birth	
Parent/Guardian Name	(if under 18)
Mailing Address	
City, State, Zip Code	
Home Phone	
Alternate Phone	
Current Employment	
Position and Length	
Email Address*	
How did you learn of CFC?	
References (Please provide at least two)	

\* Your email address is important for communication and announcements — you will not be spammed and your email address will not be shared.

### Skills & Current Interests

Education Completed	
Do you have any disabilities that need to be accommodated?	
Do you own any cats or other animals?	
Describe your experience working with animals	
Describe your previous volunteer experience(s)	
Volunteer roles you are interested in	

### Availability

During which scheduled hours and days are you available to volunteer? (Please identify all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
To	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm

**Qualifications You Bring to Caring for Cats**

**How do you hope to benefit from volunteering with us?**

**Person to Notify in Case of Emergency**

Name	
Street Address	
City, State, Zip Code	
Home Phone	
Work Phone	
E-Mail Address	

**Signature and Acknowledgement**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

I understand and agree that prior to volunteering for Caring for Cats, Inc., I will be required to sign a Code of Conduct form and a liability waiver form, and that my acceptance as a volunteer is contingent upon completion of these forms.

Signature of volunteer \_\_\_\_\_ Date \_\_\_\_\_

Signature of guardian/parent (if under 18 years) \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for completing this application form and for your interest in volunteering with Caring for Cats, Inc.!**

When finished, please submit to:

Volunteer Management Team  
Caring for Cats, Inc.  
2131 North Division Street  
North Saint Paul, MN 55109

## Caring for Cats Volunteer Waiver

Being a Volunteer at the Caring for Cats, Inc. shelter involves some risk of injury or illness to you. Injuries include, but are not limited to, cat scratches and cat bites. Cat bites (and severe scratches) may cause infections. Most cat illnesses are species-specific and humans cannot contract them. However, a few illnesses, such as giardia, toxoplasmosis, and other parasite-based illnesses can be transmitted to people. As a safeguard against tetanus, Caring for Cats, Inc. strongly recommends that your tetanus vaccination be up-to-date.

By signing this waiver, you are stating that you understand and accept this risk and agree that Caring for Cats, Inc. will not be liable for any injury or illness sustained while participating in volunteer activities at the shelter or at shelter-sponsored events.

By signing this waiver, you are stating that you understand and accept that Caring for Cats, Inc. will not be liable for any medical expenses associated with injury or illness sustained while participating in volunteer activities at the shelter or at shelter-sponsored events.

\_\_\_\_\_  
**Name of Volunteer (please print)**

\_\_\_\_\_  
**Signature of Volunteer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian**  
*(if volunteer is under age 18)*

\_\_\_\_\_  
**Date**

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**e-mail:** \_\_\_\_\_  
*(e-mail address is for internal use only and will not be distributed or sold for any purpose)*

# Caring for Cats Volunteer Code of Conduct

Caring for Cats (CFC) is dedicated to improving the lives of animals in transition to loving homes through education, direct shelter care, and other means.

In an effort to promote these purposes, volunteers are required to follow policies and procedures which support the efficient operation of CFC. These policies and procedures also benefit and protect individual rights while supporting the shelter animals.

Volunteers are required to abide by CFC's Code of Conduct at all times. Adherence to the Code of Conduct is a condition of engagement as a CFC volunteer, and violation of the Code may result in dismissal.

## *Code of Conduct Expectations*

- In the interest of both others and the shelter animals, fully commit to the responsibility of your volunteer assignment(s). This responsibility includes consistently showing up for scheduled shifts and proactively communicating any absences to the shift lead or volunteer coordinator.
- Treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions, and the life-style of other volunteers and shelter patrons. Agree to cooperative and inclusive behavior with other volunteers, shelter management, and the Board of Directors.
- Individual political, cultural, or religious beliefs should remain personal, and are not appropriate topics for discussion at the shelter. Refrain from bringing these topics into the shelter through verbal statements, clothing, documents, e-mails, postings, or any other form of communication.
- Do not use profane or abusive language, and refrain from disruptive behavior that is dangerous to shelter patrons, other volunteers, shelter management, or members of the Board of Directors.
- Address ethical concerns by speaking directly with the colleague with whom you have the concern; when necessary, report ethical concerns to the lead volunteer on your shift, or to a board member.
- Abstain from the use of photo, audio or video recording equipment unless authorized by the lead volunteer on your shift, or a board member.
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed

while serving as a volunteer, whether this information involves a single staff member, volunteer, adopter, or other person. This responsibility continues even if the volunteer is no longer actively serving with the shelter.

- Respect and use all shelter equipment appropriately and as required for your assignment. Do not engage in negligent or intentional destruction of CFC property. Abstain from the use of equipment/resources for personal use.
- Do not use tobacco in or around the shelter premises. Do not use, possess, or be under the influence of alcohol or illegal drugs during any work shifts or shelter-related events, and abstain from all illegal activity. Report suspicious activities to the lead volunteer on your shift, or a board member.
- Wear clothing that is suitable for the work environment. Clothing should not contain offensive or objectionable material (slogans or graphics).
- Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations. Abstain from the violation of any safety rules or endangering the health or safety of any other person or shelter animal.

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I accept and will adhere to the CFC Code of Conduct.

I understand and acknowledge the importance of addressing with CFC management and/or Board of Directors any issues or concerns I may have regarding the policies and procedures of CFC.

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Volunteer Signature

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Date

*Originally developed by the University of Minnesota Center for Public Health Preparedness 2008; some components also adopted from the Friends of the Manchester Animal Shelter Volunteer Waiver, 2006.*