



## Volunteer Application

A Volunteer Orientation and training is required for each of our volunteers. Volunteers must purchase a volunteer t-shirt for \$15. A background screening is also required.

***RICHMOND ANIMAL CARE & CONTROL DOES NOT ACCEPT VOLUNTEERS REQUIRED TO COMPLETE WORK HOURS FOR COURT-ORDERED SERVICE, COMMUNITY SERVICE OR SCHOOL REQUIREMENTS.***

***NOTE: Participants must be at least 16 years old to volunteer***

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last First MI

**Address:** \_\_\_\_\_  
Street Apt. #

\_\_\_\_\_  
City State Zip Code

**Phone:** Home ( ) Work: ( ) Cell ( )

**E-mail:** \_\_\_\_\_ **Birth date:** / /

**(PLEASE PRINT EMAIL ADDRESS CLEARLY!)**

**Occupation:** \_\_\_\_\_ **Place of Work & Phone:** \_\_\_\_\_

**Why do you want to volunteer for Richmond Animal Care & Control?**

\_\_\_\_\_  
\_\_\_\_\_

**What experience do you have working directly with animals?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Emergency Contact Information

**Name:** \_\_\_\_\_  
Last First MI

**Address:** \_\_\_\_\_  
Street City, State, Zip

**Phone:** Home ( ) Work: ( ) Cell ( )

**Relationship:** \_\_\_\_\_

**Areas of Volunteer Interest:** *Please check all areas in which you would like to participate.*

**Cat Socialization**

Petting, brushing cuddling and playing with our cats/kittens to improve their temperament and quality of life while in the shelter.

**Shelter Cleaning**

Help clean kennels, cat cages, clean dishes, laundry, mopping, sweeping, etc.

**Dog Socialization/Dog Walking**

Walking, petting, brushing and playing with our dogs/puppies to improve their temperament and quality of life while in the shelter.

**Administrative**

Assist with front desk admin tasks

**Special Events**

Help with a variety of special events.

# VOLUNTEER AGREEMENT and CODE of CONDUCT

## As a volunteer for the Richmond Animal Care & Control:

I agree to abide by all policies and procedures of the Richmond Animal Care & Control. I will conform to all rules and regulations commonly applying to employees of RACC, including safety, discrimination, harassment and confidentiality.

I certify that I have never been convicted of any crime or misdemeanor involving animal cruelty, neglect, or abandonment.

I give consent to Richmond Animal Care & Control to use and reproduce my name, voice, and/or likeness or that of my pet(s) in connection with any advertising, programming and/or promotion in any media it chooses.

I hereby absolutely and unconditionally release and discharge the Richmond Animal Care & Control, including its employees, successors, assigns, directors, officers and agents, from and against any and all claims, obligations and liabilities, of every nature and kind whatsoever, relating to or arising from my participation with the RACC volunteer program including, but not limited to personal injury.

I further agree to:

- Treat all animals with respect and kindness.
- Approach my volunteer job responsibilities with professionalism.
- Promote goodwill by handling contacts with staff, other volunteers, customers and visitors in a spirit of courtesy and cooperation.
- Report to my volunteer job physically and mentally fit for duty. The Richmond Animal Care & Control is a drug free workplace.
- Deal fairly with all RACC colleagues, co-workers, supervisors, customers, visitors, volunteers, etc., without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability.
- Contact the Volunteer Coordinator immediately if I feel discriminated against or harassed by someone in connection with my volunteering.
- Maintain and safeguard the confidentiality of all business, donor, employee, volunteer and animal records, credit and financial information and/or any information relating to RACC.
- Observe all safety and security rules in the performance of my volunteer job duties.
- Report all accidents, injuries, fire, theft, or unusual incidents immediately after occurrence or discovery.
- Contact the Volunteer Coordinator if I have any questions or concerns about any policies, procedures, interpersonal communications or my volunteer responsibilities.
- In order to remain in good standing, I understand that I am required to consistently adhere to the Volunteer Code of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If under 18:  
\_\_\_\_\_

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

# Richmond Animal Care & Control Volunteer's Release Form Liability Form

In consideration of the opportunity to participate in the operation of the Richmond Animal Care & Control (RACC), and in further consideration of the permission to enter for that purpose upon the premises of the Richmond Animal Care & Control located at 1600 Chamberlayne Ave. Richmond, VA 23222, the receipt of such opportunity being hereby acknowledged, the undersigned hereby release of RACC and its agents, officers, servants and employees, the city of Richmond from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damage, or injury or any property of the undersigned, while in, on, or upon the premises, or any premises leased to, owned by, sanctioned by, or while under the control of supervision of RACC, or while in route to or from the premises or any other premises leased to or under the control of supervision of RACC.

The undersigned being duly aware of the risks and hazards inherent upon entering upon said premises and/or in participating in any and all aspect of the operations of the RACC at said premises, knowing the current conditions, operations and risks and knowing that these conditions, operations and risks may become more hazardous and dangerous during the time that the undersigned is upon the said premises, the undersigned hereby voluntarily assumes all risks of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on or upon said premises.

The undersigned further releases the RACC from any liability arising from any acts or omissions of its agents, officers, servants, employees, and authorized volunteers, wherever such acts or omissions occur

The release shall be binding upon the distributees, heirs, next of kin, executors, administrators and personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents

- (a) that she or he has read the release, understands it, and signs it voluntarily;
- (b) that she or he is over 18 years of age and of sound mind;
- (c) that she or he is the legal parent or guardian of the following children who are between the age of 10 and 17 and covered by all provisions of this release:  
(enter name and age of each child)

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- (d) that she or he is not an agent, servant, or employee of the Richmond Animal Care & Control

In witness whereof, the undersigned has here unto set her or his hand and certifies that he or she has not been convicted of animal cruelty or neglect.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_