



Volunteer Application

Please mail the completed application to:
BRHA, P.O. Box 57, Hamilton, MT 59840 or drop off at:
262 Fairgrounds Rd. • Hamilton, MT 59840
406-363-5311 • email: brhafront@bitterroothumane.org

The Bitter Root Humane Association encourages the participation of volunteers who support the following mission: "organized in an effort to prevent cruelty to animals, to practice the animal population control concept and to educate the public as to needs, care and understanding of animals."

All potential volunteers must receive an interview prior to placement. We also require that all volunteers participate in a training program as part of their volunteer experience, specific to their volunteer assignment/position. We want to encourage and educate children regarding humane practices; however volunteers must be at least 16 years to volunteer with the cats and must be at least 18 years old for all other volunteer positions.

If you agree with our mission and are willing to be interviewed and trained, please complete this application. The information on this form will help us to find the most satisfying and appropriate job for you. Please print your responses.

Date: _____

Name: _____

Address: _____
First Middle Last

#/Street _____ City Zip

Date of Birth: _____

Home Phone: _____ Work Phone: _____ Cell: _____ Text: _____

Email: _____ Please circle your preferred method of contact

Emergency #: _____ Name: _____ Relationship: _____

Are you presently employed? Yes ___ No ___ Employer: _____ Position: _____

School Grade Completed: _____ Extended Schooling/Training: _____

Are you able to commit to at least an hour each week? Yes ___ No ___

Please indicate the times which you would be available for volunteering:

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____ Almost any time _____

Have you ever been convicted of any criminal offense? Yes ___ No ___

Do you have a valid driver's license? Yes___No___ Do you have a car? Yes___No___

Is this vehicle covered by liability insurance? Yes___No___

Would you be willing to transport animals as part of your volunteer work? Yes___No___

How did you hear about volunteer opportunities at the Bitter Root Humane Association? **(Circle)**

Verbal Referral Website Bitter Root Humane Association Special Event Other:

Tell us about your interest in volunteering with the Bitter Root Humane Association? What do you hope to gain from your volunteer experience? What do you hope to contribute?

Do you prefer working on your own or as part of a team? Why?

EDUCATION, SKILLS, EXPERIENCE

Have you volunteered for any other organizations? If so, please describe your volunteer duties and the duration of your stay with the organization. Also, please describe your participation in community activities, if any.

Special skills, training, interests, or hobbies: _____

How do you feel these skills could benefit the Bitter Root Humane Assoc.?

Please list any experience that you have related to caring for, or working with animals:

PERSONAL INFORMATION

Do you have any health concerns (allergies, physical limitations) that might impact your ability to volunteer at the shelter? Is there anything else that might affect your performance?

Do you currently have pets at home? If so, please list. Note: All BRHA volunteers who are also pet owners should ensure that their animals' vaccines are current.

What other pets have you owned in the past?

If you own a dog, would you describe your animal as well trained? Have you attended formal obedience classes with your dog?

Are you a member of any other animal related organizations? Please describe.

The BRHA is considered an "open admission" shelter. We do not turn away any companion animals, nor do we limit how long an animal can stay at the shelter. At times we have to work with aggressive, injured or chronically sick animals. In some cases, euthanasia is the most humane option.

Volunteer Applicant Signature

Date

Please circle the volunteer opportunities you might be interested in pursuing-keep in mind some positions may require physical strength, agility and advanced skills/training. Not all positions will be available to all volunteers.

Onsite Volunteer Opportunities

Dog Walking/Dog Socialization
Puppy Socialization
Cat Socialization
Laundry
Dishes
Gardening & Lawn Maintenance
Internet Pet Listings
Cat/Dog Photographer
Shelter Helper/Greeter
Office/Front Counter Asst.

Offsite Volunteer Opportunities

Marketing Committee
Humane Education Outreach
Development/Fund Raising
Animal Photo Boards
Special Events Marketing Committee



VOLUNTEER AGREEMENT

As a Volunteer with the Bitter Root Humane Association, I agree to:

In consideration of the Bitter Root Humane Association (hereafter referred to as BRHA) accepting me as a volunteer, I _____, hereby agree to indemnify, defend and hold BRHA, its employees, volunteers, and directors harmless for any and all damages, loss, or injuries I may sustain during my volunteer activities. I understand the risks involved with my volunteer activities at BRHA. I fully understand that BRHA handles many animals on a daily basis and I assume all responsibility for bodily injury, loss of personal property and expenses thereof as a result of working with these animals. I hereby grant and convey to BRHA all rights, title, and interest in any and all photographic images and video or audio records made in connection with activities conducted or sponsored by BRHA.

This volunteer release form is executed without reliance upon any representation by any person, the undersigned has carefully read and understands the contents of this volunteer release form, and executes the same as his or her own free act.

- Never strike an animal, or handle or treat an animal in such a way that it would be construed as rough or abusive. I will always exercise compassion and care with the animals.
- **Hold absolutely confidential all information that I may obtain, directly or indirectly, concerning clients, animals and staff.** I agree not to seek to obtain confidential information from a client. I understand that an intentional or unintentional violation of confidentiality may result in disciplinary action, including termination by the BRHA.
- **At all times, I will represent the BRHA in a positive manner.**
- Become familiar with BRHA policies and procedures and uphold their philosophy and standards. I will seek clarification from the Volunteer Coordinator or Shelter Manager.
- Donate my services to the BRHA without contemplation of compensation or future employment.
- Adhere to a BRHA policy of not taking pictures on BRHA property without permission, and not interfacing with members of the media unless otherwise instructed by BRHA Management Personnel.
- Be punctual and conscientious, conduct myself with dignity, courtesy, respect and consideration for others and strive to make my work professional in quality. To perform my volunteer duties in good spirit and to the best of my ability and to seek guidance from management staff when in doubt. I will contact my supervisor or staff if I am unable to assist as scheduled and adhere to sign-in and scheduling procedures.
- Maintain a well-groomed appearance for all volunteer assignments.
- Attend supplemental and advanced training whenever available and possible.
- Carry out my assignments in accordance with BRHA staff instructions and training, seek assistance from assigned staff and supervisory volunteers when necessary. Adhere to all safety procedures outlined by BRHA staff and/or Board of Directors.
- Limit my activity to my assigned work area unless otherwise directed by BRHA management, staff member or Volunteer Coordinator.
- Communicate any job-related problems, concerns, differences of opinion, conflicts, or suggestions only to BRHA Management or Volunteer Coordinator.
- Notify the BRHA Management or Volunteer Coordinator if I choose to discontinue my volunteer service.

I understand that the Bitter Root Humane Association reserves the right to terminate my volunteer status as a result of any of the following:

- Any abuse or mistreatment of an animal.
- Failure to comply with organizational policies, rules, and other regulations as set forth by the BRHA Management or BRHA Board of Directors.
- Unsatisfactory attitude, work, or appearance.
- Any other circumstances which, in the combined judgment of the Volunteer Coordinator, BRHA Operations Manager and Board of Directors Executive Committee would make my continued service as a volunteer contrary to the best interest of the Bitter Root Humane Association.
- I understand that as a volunteer, I am greatly valued for my contribution; however I cannot affect shelter policy or procedures. I am always free to discuss any concerns or recommendations with the Volunteer Coordinator.

I have read and understand each of the above conditions. My signature below indicates that I agree to comply with them.

Signature

Date