



Bitter Root Humane Association  
P.O. Box 57 • Hamilton, MT 59840  
Or visit us at 262 Fairgrounds Rd. in Hamilton  
406-363-5449 • email: [volunteers@bitterroothumane.org](mailto:volunteers@bitterroothumane.org)

## Volunteer Application

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 we do require parent (or guardian) approval and participation for minors between 16-18 years of age. The minimum age to volunteer is 16 years of age.

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.

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. All BRHA volunteers who are also pet owners should ensure that their animals’ vaccines are current.

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

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

First

Middle

Last

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

City

Zip

Mobile phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years old? Yes \_\_\_ No \_\_\_ If not at least 18 years old, what is your age? \_\_\_\_\_

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 \_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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\_\_\_\_

How did you hear about volunteer opportunities at the Bitter Root Humane Association?

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

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

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

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Special skills, training, interests, or hobbies: \_\_\_\_\_

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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?

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Please sign below to indicate that all information you have provided on this application is accurate.

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Volunteer Applicant Signature (parent/guardian if under 18)      Date

**Please circle the volunteer opportunities listed below** that 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 Socialization
- Puppy Socialization
- Cat Socialization
- Laundry/Dishes
- Gardening & Lawn Maintenance
- Shelter Helper
- Historian (organize press clippings, etc.)
- Cat/Dog Photographer
- Help with Repairs/Maintenance

**Offsite Volunteer Opportunities**

- Animal Photo Boards
- Special Events Support/Set up
- Dog/Puppy Foster Care
- Senior Outreach
- Internet Pet Listings
- Humane Education Outreach
- Development/Fund Raising
- Driving animals to vet, grooming appointments
- \*\*valid driver's license is required
- Cat/Kitten Foster Care



## 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. By providing my email address on this application, I am giving my consent to receive communications from BRHA at this address.

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 a BRHA management staff member or Supervisory volunteer.
- Communicate any job-related problems, concerns, differences of opinion, conflicts, or suggestions only to BRHA Management staff or supervisory volunteer.
- Notify the BRHA Management staff 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 staff 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 (parent/guardian signature if applicant under 18)

\_\_\_\_\_  
Date