



P.O. Box 1285, Peralta, NM 87042  
(505) 869-2397  
www.quixotehumane.org

### VOLUNTEER APPLICATION

Name(s): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone (home/work): \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_ Age: (adult/minor) \_\_\_\_\_

In an emergency who should we notify? Name: \_\_\_\_\_

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

Phone (Home/work/cell/other): \_\_\_\_\_

Do you have a valid Drivers License? \_\_\_\_\_ Do you have access to a vehicle? \_\_\_\_\_

What type of vehicle? \_\_\_\_\_

Are you willing to transport to other areas? \_\_\_\_\_ How far (hours or miles)? \_\_\_\_\_

Are you insured (by whom)? \_\_\_\_\_

Do you have any physical limitations that we should be aware of? If so, please describe:  
\_\_\_\_\_

What types of skills or services would you like to offer?

Office/Administration  Public Relations  Copy Writing/Research for Articles  Graphics

Website  Fund Raising (soliciting raffle donations, placing/ collecting canisters/man events)

Photography  Video  Public Relations (posting flyers, media contact)  Legal Services

Accounting/bookkeeping  Grant Writing  Phone Screening for applicants (spay/neuter)

Manning Booth for education or special events (Friends of the Shelter, SNIP, Licensing, etc)

Political contacts & polling legislative programs  Cruelty (research, foster, reporting, etc.)

Shelter volunteer:  hospitality,  filing,  data entry,  vaccinations,

Transport  Phone contacts for placements and transfer facilitations (rescues and shelters)

Dog walking/training  Cat/kitten grooming/cuddling  Dog/Puppy bathing & grooming

Foster home:  Dog,  nursing mother & pups  Cat,  nursing mother & kittens

Other: \_\_\_\_\_  
\_\_\_\_\_

# Volunteer Agreement

Volunteering with Quixote Humane, Inc. is a rewarding and fulfilling way to help care for the animals in my community. It is sometimes very emotionally wrenching and will bring me face-to-face with some of the toughest problems in animal welfare work. To be successful as a Volunteer, I agree to the following:

- ◆ Support Quixote Humane's Mission and Goals.
- ◆ While volunteering, my philosophy towards animal welfare needs to reflect the policies & procedures established by Quixote Humane, Inc. Maintain objectivity towards the animals of Quixote Humane, Inc. We are all concerned with what is best for the animals.
- ◆ To notify Quixote Humane, Inc if I do not want to continue with my volunteer service. And, give two week notice if I must return a foster dog for any reason.
- ◆ Demonstrate a high work ethic. Be prompt and dependable; work respectfully with others (animals and humans); accept guidance and supervision; provide customer friendly, polite and efficient service.
- ◆ Maintain a neat, clean and professional appearance. Wear clothing that is comfortable and appropriate to my volunteer position. Attend appropriate training for my volunteer position.
- ◆ Meet any testing requirements for my volunteer position.
- ◆ Abide by Quixote Humane Inc. policies and procedures and all other regulations and protocol pertinent and appropriate to appropriate to my volunteer position.
- ◆ Maintain confidentiality of situations surrounding Quixote Humane, Inc, its clients, staff and volunteers. Avoid conversations or situations that could embarrass others or compromise their responsibilities.
- ◆ Communicate ideas, comments, suggestions, constructive criticism or concerns relating to my volunteer work.
- ◆ Refrain from giving out any legal or medical advice.
- ◆ Authorize Quixote Humane, Inc., to seek emergency medical treatment in case of accident, injury or illness and hold harmless Quixote Humane, Inc., its directors and other volunteers and/or third parties, in the event of accident, injury, illness or theft. I am aware that most crime is opportunistic and will not leave valuables unattended.
- ◆ Refrain from any activity that involves the use of Quixote Humane's property or your position as a volunteer for private gain.
- ◆ I will return all property of Quixote Humane, Inc. upon request.
- ◆ I understand that as a volunteer my activities may be photographed, and that my image may be utilized to promote Quixote Humane, Inc., the animals in its care, or its programs.

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Volunteer Signature

Date

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Please Print Name

e-mail address

# Volunteer Agreement Waiver and Release Form

I agree to release, discharge, indemnify, and hold harmless Quixote Humane, Inc., its officers, directors, managers, employees, volunteers and/or third parties for any and all claims, demands, losses, costs, liabilities, settlement agreements, damages, expenses, and suits at law or in equity to my personal property that arise out of my performing services for Quixote Humane Inc, its officers, directors, managers, employees or volunteers.

I recognize that in handling animals while performing services for Quixote Humane, Inc. there exists a risk of injury including, but not limited to, personal physical harm. On behalf of myself, my heirs, assignees, guardians, and personal and legal representatives and executors, I hereby release, discharge, indemnify, and hold harmless Quixote Humane, Inc., its officers, director, manager, employees, and volunteers for any all claims, demands, losses, costs, liabilities, settlement agreements, damages, expenses connected with my services to Quixote Humane, Inc. or my Volunteer Agreement whether caused directly or indirectly by any negligence (active or passive) attributable to Quixote Humane, Inc., its officers, directors, employees, or other volunteers and/or third parties.

I understand that public relations are an important part of volunteering with Quixote Humane, Inc. I, therefore, agree on behalf of myself, my heirs, assignees, guardians, and personal and legal representatives and executors to allow Quixote Humane, Inc. to use any photographs, images taken of me in the Organization's public relations efforts. Quixote Humane, Inc. will use reasonable efforts to notify me, but such notification is not an expressed or implied condition to the release of photographs for public relations purpose.

I acknowledge that I have read and fully understand the terms and conditions of the foregoing Volunteer Agreement and Release and Waiver and that I agree and will comply with same.

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Date \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

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If the volunteer is younger than 18 years of age, the parent or legal guardian shall agree to the following:

As the parent or legal guardian of the above-named Volunteer, I hereby give my consent to allow the undersigned to volunteer his or her service to Quixote Humane, Inc. described with this Volunteer Agreement and Waiver and Release Form.

Date \_\_\_\_\_  
Name of Parent/Legal Guardian \_\_\_\_\_  
(print name)

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

Signature of Director of Volunteer Services \_\_\_\_\_