



ADULT VOLUNTEER APPLICATION

11401 International Drive, Richmond, VA 23236 • 804-379-0046

About Richmond Animal League:

The Richmond Animal League (RAL) is the area's oldest non-profit, no-kill organization committed to reducing the homeless pet population in the Richmond area. RAL provides temporary housing, medical treatment, sterilization, and quality care to over 800 companion animals each year until they are adopted into permanent and loving homes.

Please complete this application and send to:
Richmond Animal League
Attn: Volunteer Coordinator
11401 International Drive
Richmond, VA 23236
Fax application to: 804-378-7507
Email application to: Volunteer@ral.org
www.ral.org • 804-379-0046 phone

Name: _____ Date: _____ Date of Birth: _____
Street Address: _____ City: _____ ZIP: _____
Email Address: _____ Phone: _____ (Business, Cell): _____
How did you head about RAL?: _____
Do you know any current RAL volunteers? **Y** or **N** Relationship: _____
Employer: _____ Position: _____
Are your volunteer hours required community service? **Y** or **N**
If so, what for? **Church Scouts School Court Other** (Please specify) _____
Number of hours needed: _____ Date hours must be completed by: _____

TELL US ABOUT YOURSELF:

Do you have any pets? If so, how many and what kind? _____

Are your pets spayed or neutered? **Y** or **N**

Do you have any experience working with animals? If so please describe: _____

Describe any present or previous volunteer jobs: _____

Have you ever been convicted of animal cruelty, neglect, or abandonment? **Y** or **N**

Do you have allergies that would preclude you from working directly with the cats or dogs? **Y** or **N**
(Even if you choose to work with the dogs, you will be exposed to the cats in the reception area.)

Besides a love for animals, what would you like to get out of volunteering with us? _____



OFFICE USE ONLY

Volunteer Name: _____ Date Received: _____
Orientation Date: _____ Start Date: _____ Volunteer Position: _____

You must complete all of the following information in order for us to process your application.

Please note that job descriptions may change and other tasks may be assigned to you as needed.

Day(s) of the week I am available to volunteer: _____ **Weekly** **Bi-Weekly**

Please check the volunteer position(s) of most interest to you:

- AM Dog Caregiver:** (8:30–Noon) Exercise the dogs twice by walking some and putting others in the yard; feed the dogs; clean the front and back of the runs; replace bedding and refill water buckets; scoop the yard; refill food containers; take out the trash. Assits with dishes and laundry if necessary.
- AM Cat/Kitten Caregiver:** (8:30–Noon) Pick up previous day’s food and water bowls; empty litter boxes; clean the inside of the cages; replace bedding; give fresh food and water; replace litter boxes; clean all floors; take out the trash. Assist with dishes and laundry if necessary.
- Afternoon hours:** (usually between 1:30 pm and 6:00 pm, Monday through Friday) Dog walking/training and socialization. Cat socialization.
- Adoption Counselor:** (3:30–6:00 pm) Show our animals to visitors who are interested in adopting a pet; help them complete adoption application; make adoption related phone calls; answer phones.
- PM Dog Caregiver:** (6:00–8:00 pm) Walk the dogs (even when it’s raning or cold!); refill water buckets; feed dogs; play with dogs in the yard; scoop the yard; clean dogs’ runs as needed; take out the trash.
- PM Cat/Kitten Caregiver:** (6:00–8:00 pm) Scoop all litter boxes; check food for kittens; refill water bowls if necessary; play with and brush cats; wash any empty food bowls.
- Off-Site Adoption Events:** Help showcase RAL animals at adoption events around the area.
Would you consider doing this in addition to other RAL volunteer service? **Y** or **N**
- Fundraising:** This may include assisting in planning and/or organizing special events, calls to current or potential donors, etc. Would you consider doing this in addition to other RAL volunteer service? **Y** or **N**
Do you have any prior experience in this field? If so, please describe: _____

- Special Events Volunteer:** This position involves volunteering at our fundraising events. Volunteer assignments include t-shirt sales, registration, and ticket sales.
- Marketing Rep:** This position would be perfect for people who are good on the phone! This involves making calls to potential donors and participants, sending out press releases, and distributing brochures and posters to local businesses.



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- Corporate Liaison:** Volunteers for this position have contacts in local businesses and are excited about getting them involved with RAL. This would include sharing these business leads to gain sponsorship dollars, in-kind donations, and vendor support. These businesses could include major companies, print businesses, and local restaurants.
- Donation Pick-Ups:** Drive the RAL van to various businesses and warehouses to pick up donations of kitty litter, cat and dog food, etc. Unload donations back at the shelter.
- Foster Care:** Will involve fostering (in your home) ill or infant animals until they can come to the shelter.
- Other Interests: _____

I understand that RAL will provide training on the procedures I will follow as a volunteer.

I also understand that my services as a volunteer are contingent upon successfully completing a 30-day trial period.

Signature _____ Date _____



VOLUNTEER AGREEMENT TERMS & CONDITIONS

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VOLUNTEER is defined as a person who freely chooses to render services to the **RICHMOND ANIMAL LEAGUE** in a voluntary capacity for civic, charitable, or personal reasons without promise or expectation of compensation. **VOLUNTEER CAPACITY** means the actions and duties performed by a **VOLUNTEER** which is done without expectation of, or actual payment by the **RICHMOND ANIMAL LEAGUE**.

1. I fully understand and agree that my services are provided strictly in a **VOLUNTEER CAPACITY**.
2. I fully understand and agree that I am providing services to the **RICHMOND ANIMAL LEAGUE** strictly as a **VOLUNTEER**.
3. I fully understand and agree to provide my services to the **RICHMOND ANIMAL LEAGUE** as a **VOLUNTEER** in a **VOLUNTEER CAPACITY** without any expressed or implied promise of salary, commission, payment, or compensation of any kind what-so-ever.
4. I fully understand and agree to provide my services to the **RICHMOND ANIMAL LEAGUE** as a **VOLUNTEER** in a **VOLUNTEER CAPACITY** without any employment-type benefits, including, but not limited to, employment insurance programs, workers' compensation accrual in any form, or sick, holiday, or annual leave time.
5. I fully understand that the **RICHMOND ANIMAL LEAGUE** handles large numbers of animals of unknown temperament on a daily basis. I agree to hold the **RICHMOND ANIMAL LEAGUE** harmless from any liability for any injury(ies) or disease(s) which I might sustain from handling animals during the course of my **VOLUNTEER** duties.
6. I fully understand and agree to assume all risks involved in any and all duties that I perform for the **RICHMOND ANIMAL LEAGUE** in my **VOLUNTEER CAPACITY** whether on-site at the kennel or offsite. Such duties may consist of, but are not limited to, animal handling, custodial work, and kennel staff.
7. I fully understand and agree that prior to working in the kennel as a **VOLUNTEER** for the **RICHMOND ANIMAL LEAGUE**, everyone must attend an orientation session conducted by the Director of Kennel Operations, Volunteer Coordinator, or other person designated by the Director of Kennel Operations and receive training appropriate to the type of **VOLUNTEER** duties I will perform.
8. I fully understand and agree that no other individual(s) (including friends and family members) can assist with my volunteer activities without first attending an orientation session conducted by the Director of Kennel Operations or other person designated by the Director of Kennel Operations and receiving training appropriate to the type of **VOLUNTEER** duties they will perform.
9. I agree to familiarize myself with the **RICHMOND ANIMAL LEAGUE** policies and procedures and fully comply with these procedures. I further understand and agree that being a **VOLUNTEER** does not entitle me to any special consideration with regards to these policies and procedures.
10. I fully understand that the **RICHMOND ANIMAL LEAGUE** expects high standards of moral and ethical treatment of the animals in its care. I agree to strictly adhere to these standards in my voluntary capacity at the **RICHMOND ANIMAL LEAGUE**.



RICHMOND ANIMAL LEAGUE

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- 11. I fully understand and agree that at its sole discretion the **RICHMOND ANIMAL LEAGUE** may end this **VOLUNTEER** relationship for any reason what-so-ever or no reason at all.
- 12. I acknowledge receipt of my **RICHMOND ANIMAL LEAGUE VOLUNTEER HANDBOOK** and agree to read it thoroughly and follow all procedures.

All VOLUNTEERS, INCLUDING STUDENTS AGE 11–13, MUST READ AND SIGN BELOW.

I, (print name) _____, having fully read and understood the above terms and conditions, hereby agree to accept a position with the **RICHMOND ANIMAL LEAGUE** as a **VOLUNTEER** performing **VOLUNTEER** duties for generous or charitable reasons in a **VOLUNTEER CAPACITY**. I further understand that by agreeing to accept my services as a **VOLUNTEER**, the **RICHMOND ANIMAL LEAGUE** is under no obligation to provide me with compensation of any kind what-so-ever, to guarantee that my services will be needed for any period of time and that no liability will be incurred by that **RICHMOND ANIMAL LEAGUE** to anyone, including myself, for the performance of voluntary action or duties.

Date: _____ Volunteer’s Signature: _____

VOLUNTEER SERVICES RELEASE (FOR VOLUNTEERS OVER THE AGE OF 18)

I agree to release, discharge, indemnify, and hold the **RICHMOND ANIMAL LEAGUE** harmless for any and all damages to my person and/or property while performing as a **VOLUNTEER** in a **VOLUNTEER CAPACITY** any and all duties for the **RICHMOND ANIMAL LEAGUE**. I recognize there exists a risk of injury or illness, including personal injury or harm in handling animals at the **RICHMOND ANIMAL LEAGUE** in a **VOLUNTEER CAPACITY**. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify, and hold harmless the **RICHMOND ANIMAL LEAGUE**, its agents, affiliates, servants, employees, and Board of Directors from any and all claims, causes of action, or demands, of any nature or cause connected with my **VOLUNTEER SERVICES**. This is to include any costs and/or attorney’s fees incurred by the **RICHMOND ANIMAL LEAGUE** related to damages incurred or sustained by me in any way in connection with my **VOLUNTEER SERVICES**. Such damages or injuries might include, but are not limited to animal bites and scratches, injuries, and personal property damage. I further understand that public relations is an important part of my volunteering at the **RICHMOND ANIMAL LEAGUE**. I agree, therefore, on behalf of myself, my heirs, personal representatives, and executors to allow the **RICHMOND ANIMAL LEAGUE** to use any photograph or audio/video recording taken of me for use in a public relations effort. Any photographic images or audio/video tapes in which I appear will become the property of the **RICHMOND ANIMAL LEAGUE**, which can use them in any and all ways it sees fit. The **RICHMOND ANIMAL LEAGUE** will use reasonable efforts to notify me but such notification is not a pre-condition to the release of the photographs under the auspices of the **RICHMOND ANIMAL LEAGUE**. I acknowledge that I have read and fully understand the **TERMS AND CONDITIONS** of the foregoing **VOLUNTEER AGREEMENT** and **VOLUNTEER SERVICES RELEASE** and that I will comply with same.

Date: _____ Volunteer’s Signature: _____

Print Name: _____

Street Address: _____ City: _____ ZIP: _____

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

EMERGENCY CONTACT INFORMATION

Contact in case of emergency: _____ Relationship: _____

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



VIRGINIA CODE

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VIRGINIA CODE:

The code of Virginia (section 3.1796.96:2) states "each animal shelter shall obtain a signed statement for each of its directors, operators, staff and animal care givers specifying that the individual has never been convicted of animal cruelty, neglect, or abandonment and each animal shelter shall update each such statement as changes occur."

By signing below you are indicating that you have not been convicted of animal cruelty, neglect, or abandonment and that you agree to update your statement as changes occur.

Print Name: _____ Position (staff/board/volunteer): _____

Signature: _____ Date: _____