



VOLUNTEER APPLICATION

PERSONAL INFORMATION

If completing by hand, please print legibly. Starred fields are required for applications to be complete.

NAME:

EMAIL:

PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

OCCUPATION:

EMPLOYER:

EMERGENCY CONTACT

NAME:

PHONE:

RELATIONSHIP:

SCHEDULE

Please fill in your **availability** for each day below as specifically as possible:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

GENERAL INFORMATION

Tell us about yourself, including why you'd like to volunteer with MTAS, expectations you may have while volunteering, previous experience, whether you own pets, and anything else you would like us to know!

Do you have any **physical or psychological limitations or disabilities** that might hinder you from participating in some activities (such as a heart condition, back injury, epilepsy, allergies, etc.)?

YES

NO

If YES, please explain:

****MTAS does not discriminate against those with any of the above listed; we ask for your safety.****

Do you have any fears of specific animal types/breeds? If YES, please explain:

VOLUNTEER TASKS

Please indicate any task that interests you. Training is provided for all necessary volunteer work.

ADMINISTRATIVE ASSISTANCE

- Front Desk Ambassador
- Social Media
- Administrative Organization

ADOPTIONS

- Mobile Adoption Team including Events
- Adoption Counselor Assistance (Pre-Adoption)
- Adoption Follow-Up (Post-Adoption)
- Community Outreach

ANIMAL CARE

- Cat Care Assistance (Cleaning Litter Boxes, Feeding, Laundry)
- Cat Socializer and Greeter to Potential Adoptees
- Dog Walker
- Dog Care Assistance (Cleaning, Feeding, Laundry)
- Kennel Greeter for Potential Adoptees
- Groomer

OUTREACH AND EDUCATION

- Community Presentations and Promotions
- Fundraising and Special Events
- Grant Writing
- Distributing Promotional Materials Around Town

FACILITIES

- Shelter Maintenance (Cleaning, Laundry, General Beautification and keeping the Shelter a professional and positive environment)

WILDLIFE

- Transport Wildlife to Local Sanctuaries (On Call As Needed)

FOSTER ANIMALS

- Foster Animals at Home
- Foster Follow-Ups

ZOONOTIC DISEASE AWARENESS

Volunteers can help to protect themselves from zoonotic diseases (diseases that can be passed between humans and animals) and prevent the spread of disease in the Shelter.

Protect Yourself and Your Own Animals:

- If your immune system is compromised, consult with your physician before volunteering.
- Keep all of your personal animal's vaccinations current.
- ALWAYS wash hands before and after handling or interacting with any animal, especially prior to eating.
- Do not allow animals to lick your face or wounds.
- Consider changing your clothes and shoes before going home.
- Immediately report any bite and/or scratch to MTAS staff.
- Use gloves before any potential contact with excrement or vomit.
- Do not touch or handle animals in the Quarantine Area.
- Do not handle any animal that appears ill. Please notify MTAS staff if you believe one to be so.

Protect Shelter Animals:

- ALWAYS wash hands with soap and water between touching animals.
- Do not take puppies less than 4 months old to outside play areas.
- Do not mix animals from separate kennels.
- Use rubber/plastic toys/kongs that can be disinfected.

I have read, understand and agree to follow the instructions above. (please initial)

VOLUNTEER RELEASE WAIVER

I authorize the Montclair Township Animal Shelter to seek emergency medical treatment for me in case of an accident, injury or illness and to hold MTAS harmless in such an event. I understand that under MTAS Worker Compensation Policy, volunteers are not eligible for coverage for injuries sustained while volunteering at the shelter or any other MTAS sponsored events. (please initial below)

I waive all claims against the Montclair Township Animal Shelter, the City of Montclair and County of Essex or the State of New Jersey, and/or their members, directors, employees and volunteers for all personal injury and property damages resulting from volunteer work for the Montclair Township Animal Shelter. (please initial below)

I understand that during my time at Montclair Township Animal Shelter I may be photographed. I authorize MTAS to use photos of me in promotional materials, volunteer interest stories, brochures, newsletters, or in other professional MTAS capacities. (please initial below)

CONFIDENTIALITY AGREEMENT

It is the Montclair Township Animal Shelter's policy to protect its property and proprietary information. The willful disclosure of MTAS animal control investigations and/or cases, donor files, client information or any other confidential and proprietary information during or after termination of employment constitutes a violation of MTAS policy and may result in disciplinary action up to and including discharge for current volunteers and/or legal action of both current and former volunteers. Information that must not be released to people outside of MTAS includes, but is not limited to the following:

- Customer and/or donor lists and any information related to customer and/or donor contacts
- Any information, files or related materials from animal control investigations
- Any Montclair Township Animal Shelter files, including personnel and confidential documents
- Specific employee compensation rates and related information
- All work products, including letters, memoranda, presentations, email, and all other documents, whether hard copy or not, is confidential and the property of MTAS. As such, it may not be copied, taken, transmitted, lent or transferred from MTAS premises without prior written authorization from the Shelter Director.

I, the undersigned, understand, acknowledge and agree to abide by the MTAS Confidentiality Agreement. I understand that if I breach this contract, I could face disciplinary action, including discharge from service, and possible legal action. (please initial below)

Volunteer Signature:

Date: