



Quinte Humane Society Volunteer Manual

The purpose of this manual is to acquaint all volunteers with the QHS and important QHS policies and procedures.

QHS Serving Hastings & Prince Edward Counties

527 Avonlough Road

Belleville, ON

(613)968-4673

quintehumanesociety.com

qhs@quintehumanesociety.com

QHS Hours of Operation

Monday to Saturday 8:00 am – 5:00 pm Sunday 8:00 am – 4:00 pm

QHS Public Hours

Monday to Saturday 12:00 pm – 5:00 pm Sunday 1:00 pm – 4:00 pm

How to Apply

Apply online at quintehumanesociety.com or in person at the Shelter.

Volunteer Coordinator

(613)968-4673

volunteerprogram@quintehumanesociety.com

History

The QHS has been serving Hastings & Prince Edward Counties since 1970. It was officially incorporated in 1993 and operates as an affiliate of the OSPCA. It is governed by a Board of Directors and operated by a team of professional management staff.

The Letters of the “QHS” stand for something!

Q- Quinte (the geography encompassing Hasting & Prince Edward Counties)

H-Humane (the ethical treatment of animals)

S- Society (a group of people working together)

The QHS Logo

A cat, dog, rabbit, mouse and bird surrounding a heart shape, represents love, caring, and kindness towards all animals.

Agency Goal

Our mission is to promote the prevention of cruelty to animals that are neglected, abused, exploited, stray or homeless and to work within the law and in cooperation with the government, OSPCA and the public, in order to improve conditions for animals while maintaining a balanced sensitivity toward both animal and human needs.

Volunteer Focus

Volunteers are a crucial part of the success of the QHS. They help staff carry out daily functions and become missionaries of our goal.

Volunteer Requirements

You must be at least 18 years of age or accompanied by an adult to volunteer for the QHS. All QHS volunteers are regarded as ambassadors who represent the shelter's goal and mission. Although some positions require experience working with animals, all positions require good people skills. Working together as a team requires patience, cooperation, understanding, and most of all commitment. This is especially important even if you do not always agree with policies or procedures performed. Ideas are always welcomed and changes occur often in an effort to improve the QHS. If you would like to volunteer, please visit quintehumanesociety.com and fill out the online application.

Volunteer responsibilities

The volunteer's role in the shelter is to suggest prospective adopters spend time with the animal they wish to adopt. REMEMBER, choosing an animal should not be done in haste. A kennel attendant is always available to answer questions along with the front desk staff and management team.

Keep in mind all information between the public and adoption/surrender desk staff is confidential! Volunteers are required not to interfere or challenge any conversations or decisions made at these desks by staff. It is best not to approach any animal at surrenders or the owners. You do not know if the animal is aggressive or sick in which case you could become injured or pass deadly viruses to healthy animals in our adoption cages. Adoption staff have the difficult job of denying adoptions, again no matter how wonderful someone appears, our staff are trained to thoroughly screen potential adopters. Their decision should not be disputed especially by anyone who does not have access to confidential facts.

QHS Services

Admissions

The QHS believes that every animal deserves a quality life. There are many instances when the public is unable to give an animal the quality of life it deserves. That is why we are in existence.

Animals are surrendered to us for the following reasons:

- Owner is unable to care for physically, financially or mentally.
- An animal has severe behavioral problems, is destructive, or worse, bitten someone.
- Strays found by the public or bylaw control officers.

Staff at the surrender desk will take lost animal information for anyone missing their pet. Pet owners are asked to contact the shelter daily to see if their pet has been brought in as a stray.

All animals surrendered by someone wishing for us to put it up for adoption must be evaluated by our staff. Based on their findings, they will determine if the animal is adoptable. They will temperament test the animal and physically examine it for health problems.

Adoptions

All animals are given the required vaccines upon intake. They will also be treated for parasites if required. Most animals will be spayed or neutered before going home. The only exception is an animal that is too young for the procedure. These animals are placed in foster homes until ready or adopted with a spay/neuter certificate. New adopters also receive a certificate good for 1 free pet exam to be done by a veterinarian on our list of partner vets. At this time the animal may need a rabies vaccination, second deworming or parvo/distemper shot. This will be done at the pet owner's expense.

Animals remain up for adoption as long as they stay healthy, eat properly, and do not become aggressive. There is no set time limit! Anyone wishing to adopt an animal must be pre-approved by QHS adoption desk staff. People are required to answer a series of questions regarding their knowledge of proper pet care. Potential adopters are asked to come in as often as they want to look for an animal. Only people seriously interested in adopting, can handle animals outside of their kennel/cage. Visitors may view adoptable animals but cannot take them out of their kennel/cage unless they are pre-approved for adoption and are seriously interested in possibly adopting the animal.

Volunteer Code of Conduct

Volunteers are expected to adhere to a certain code of conduct while volunteering at the Quinte Humane Society and when representing the QHS as follows:

Volunteers are expected to do their work in a professional manner, to be constructive at all times, to assist in any work for which they are trained, to refrain from loitering in areas that they are not volunteering in, to not enter restricted areas unless their volunteer position requires them to enter a specific restricted area, and to refer visitors to staff if questions are asked and the proper answer is not known.

Volunteers are expected to dress appropriately. Volunteers must wear tasteful pants/shorts of an appropriate length. Only minimal jewelry will be permitted as excessive jewelry can pose a safety hazard around animals. Appropriate footwear (sneakers or boots) must be worn at all times. Open-toed shoes including flip flops are not appropriate footwear and are considered a safety hazard.

Volunteers are considered as representing the QHS whenever they are in QHS Volunteer attire whether they are on or off duty in the shelter and/or out in the community.

Working on a schedule and time commitment are crucial. Because staff work load is dependent upon a volunteer's time commitment, volunteers are expected to work according to the established schedule. Volunteers are generally not permitted to come in whenever they desire and if they will be absent from a shift they are expected to contact their supervisor and let them know with as much notice as possible (although illness and accidents do happen and are understandable). Volunteers frequently and/or regularly missing their volunteer shift may be asked to switch to a volunteer position that does not require a high commitment. Volunteers who wish to come in at a time for which they are not scheduled should first contact the supervisor of the department to see if their help is needed.

Volunteers may not speak to the media regarding QHS business. Any media contact made to a QHS Volunteer must be answered with 'no comment' and the media must be directed to contact the QHS's Executive Director at 613-968-4673. QHS Volunteers may only speak to the media with prior approval from the QHS's Executive Director

The QHS's social media policy is as follows: The QHS logo may not be used by staff, volunteers, donors, or members of the general public as an identity photo for any social media account. The logo may only accompany official QHS statements and posts. In addition to this QHS Volunteers may not answer questions on social media sites on behalf of the QHS. QHS Volunteers must properly represent themselves at all times on social media sites if identifying themselves as a QHS Volunteer. QHS Volunteers may not talk to the media about the QHS through social media sites unless prior permission is granted. Social media sites include but are not limited to Facebook, Twitter, Instagram, LinkedIn, and YouTube.

Explanation of QHS Procedures and Policies for all Volunteers

The following procedures were developed to provide organization throughout our busy shelter, and to insure the safety of all QHS volunteers, patrons and animals. We ask all volunteers to practice the following and to inform QHS patrons of any that may apply to them.

Restricted Areas

We ask that QHS volunteers and the general public DO NOT ENTER any restricted areas including the cat isolation area, the outdoor cat area and the dog isolation area at any time, unless your volunteer position requires you to be in these areas. If you do need to be in one or more of these areas, please only touch animals that you have been specifically told to as some animals may have an infectious/contagious disease and/or behavior/aggression issues. Please make sure to sanitize yourself after contact with any animal in these areas. Too much congestion in restricted areas can cause injury and spread disease amongst animals in the adoption kennels. Anyone wishing to view strays for their lost animal must first report to the front desk.

Injuries and Accidents

* All injuries incurred at the QHS, great or small, to a volunteer or a member of the public must be reported to a QHS staff member and an incident report must be filled out. *

Bites and scratches- Must be reported at the QHS counter, and an accident report must be filled out. The report can also help staff to determine what may have prompted the animal to react. This information may further help in determining if and what type of home the animal should be placed in. Provincial law requires that in a bite or scratch case where the skin is punctured an animal must be held for a 10 day quarantine regardless of their vaccination status.

Other injuries; cuts, falls, etc. - Again, anyone involved in an accident where injury occurs, must fill out an incident report. Please assist the general public to the QHS counter if they are injured on our property. Locate a QHS staff member to assist the injured person if they should not or cannot be moved.

Handling of shelter Animals

Always use caution when handling animals to ensure the safety of all people and animals.

When handling animals in cages: Never approach or reach out quickly to pet the animal. Offer a cat your fingers to sniff while talking to it calmly. When the cat no longer seems stressed, scratch gently under his neck, then proceed to the back of his head, and behind its ears.

Before clipping a leash to a dog's collar, approach him slowly while talking to him calmly. DO NOT make prolonged, direct eye contact, a stare is a challenge to a dog. Give him a treat, then clip the leash on the collar. His reward is taking him out of the kennel for a walk.

Fearful cats and dogs; various signs of fear are: ears back, eyes dilated, tail tucked, growling, hiding in the corner of kennel or litter box. Definitely DO NOT approach these animals! Entice them to approach you. For dogs, start by softly talking to them outside their cage. After a few minutes slowly enter the kennel and crouch down just inside the door. Call softly to him while offering him treats. He may not come at all. Leave your treat in the cage and return to do the same exercise an hour later. After time you will build his trust and he will start approaching you slowly, do not rush them.

For cats, also start by talking softly outside their cage. Avoid loud noises if possible. After time you can open the cage and proceed to follow steps outlined above in handling of cats. Do not force a cat out of the cage if it is over stressed. Ask a potential adopter to let the cat rest, and to look at other choices in the meantime.

If you are uncomfortable or uncertain about handing an animal to show to a potential adopter, ask a fellow volunteer or staff person to assist you

Handling animals outside of cages: DO NOT drag fearful dogs or puppies on a leash through the corridors. Let the leash slack, even if it means the dog is backing up. When the leash is loose, and the dog stops retreating, squat down and lure the dog towards you with a treat. If the dog is small you

may have to carry him back to the kennel. Be sure to talk “happy talk” to the animal while you are walking. Please be especially careful to keep the lead short, especially when walking through the lobby where there are often other dogs and cats present, dog leashes can easily become entangled.

Do not chase a cat or kitten that is loose in the cat room. Try and lure them to you with a treat or by shaking a cat toy.

Staff Handling of Animals: If animals are too difficult to get back in cages or kennels, you **MUST** ask a kennel staff to assist you. Our staff is properly trained to use what may seem to be extreme but safe techniques when handling all animals. All animals are handled the same way even if they may not show signs of stress at the time. We all know that their stress level could change abruptly if something scares them.

Volunteers are asked not to handle animals in this manner since you have not been trained. Cats are most likely scruffed by the neck (this is how mother cats carry kittens safely) and the door is shut quickly when placed in the cages. Felines especially can be unpredictable after being prepped for adoption or recovering from anesthesia after surgery. They are more easily scared than dogs, and their reaction can be fierce.

Frequently Asked Questions

Q: How long do animals have before they are put to sleep?

A: There is NO set time limit on an animal’s stay once it is put up for adoption at the QHS. Once an animal is in the adoptions kennels/cages, there are three main possibilities that we would have to euthanize it:

- The animal becomes aggressive or starts biting, posing a risk to staff, volunteers or the public.
- The animal becomes ill and the illness is not treatable or its quality of life is significantly diminished.
- The animal becomes mentally or behaviorally unstable and it poses a risk to itself or other animals in our care.

Euthanasia is always our last resort. There are many myths propagated in the community about euthanasia at the shelter, but it is truly a last resort in order to treat the animal humanely. We work with many partners across the province and transfer to other shelters and rescues in order to deal with over population in our facility. Our staff bring a high level of compassion to all the work we do and animals are our number one priority.

Q: What is the QHS’s policy on stray animals?

A: The QHS is required by provincial law to hold stray animals for 72 hours. As re-uniting animals with their families is a priority for QHS, we choose to hold all stray animals for 5 days, exceeding provincial

requirements. This gives any possible owner exclusive rights to claim the animal. After the stray time is up the animal is re-checked for health and disposition, if all checks out the animal is placed up for adoption.

Q: How is the QHS funded?

A: QHS does not receive core funding through municipal, provincial or federal governments. Our funding is only provided through: fees for service, grants, bequests and private donations. It is the generosity of supporters which allows us to serve the animals of Hasting & Prince Edward Counties.

We do hold the Pound Contract for the City of Belleville and are working to secure other Pound Contracts throughout the region.

Please remind people that the QHS is a separate organization from the OSPCA and CFHS. Although we have a wonderful working relationship with the OSPCA and work together as much as possible, the QHS is completely autonomous and it is our many volunteers that help keep our costs down.

Q: Why is spaying/neutering mandatory at the QHS?

A: The QHS provide services for over 2,000 animals each year. Animal overpopulation is a serious problem facing the entire country and Hastings & Prince Edward Counties are no exception. The QHS feels it must take a firm hand in attempting to control this problem, which is why a mandatory spay/neuter program is in place for all dogs and cats.

Volunteer Position Descriptions

The following are description of some of the tasks carried out by our volunteers. Please consult with a staff person from each area for specific instructions. If clarification is required while carrying out tasks, the staff would be pleased to provide further instruction. Many of these tasks must be handled in the correct fashion to avoid cross contamination, altercations between animals, and to maintain volunteer, staff and public safety.

Board of Directors Volunteer

The Quinte Humane Society is governed by a volunteer Board of Directors who help set policy for the organization and provide oversight. It is a key role requiring commitment and dedication to animal welfare and an interest in supporting the goals of the organization. It also requires a devotion to carry out and participate in projects and fundraisers supporting the animals we serve.

If you have an interest in joining the Board of Directors, please email our [Board Chair](#) a brief letter of interest indicating why you would like to join and what you can bring to that role as well as your most recent resume. All applications will be considered, taking into consideration our current needs and availability of positions.

Committee Volunteer

There are a number of Committees that support the goals of the Quinte Humane Society including a Fundraising Committee, Capital Campaign Committee, Building Committee and others as required. Service on these Committees is vital to the completion of many of our goals and is also a great stepping stone to service on the Board.

If you have an interest in joining a Committee, please email our [Executive Director](#) a brief letter of interest indicating why you would like to join and what you can bring to that role as well as your most recent resume. All applications will be considered, taking into consideration our current needs and availability of positions.

Special Event Volunteer

The Quinte Humane Society holds a number of Special Events throughout the year. A Fundraising Committee comprised of volunteers, with staff support, and lead by one of our Volunteer Directors from the Board, organizes and hosts these events. Volunteers play a vital role in the success of each event.

If you would like to help the animals at the Quinte Humane Society by volunteering to assist with one or more of these Special Events, please fill out the [Volunteer Sign-up Form](#) and remember to check “Special Event Volunteer” near the bottom of the form.

Bingo Volunteer

If you would like to help out once (3.5 hours) or twice (7 hours) each month please email our [Volunteer Bingo Coordinator](#) with your phone number and which shifts you would like to help with. Our Bingos are on one Friday and one Sunday per month from 12:45 PM to 4:15 PM approximately.

All training will be provided. It requires you to move from table to table during the Bingo to help verify winners by reading out card numbers for the caller in a loud voice.

Volunteering takes place at the Belleville Bingo Hall on Hwy 2.



Cat Care Volunteer

Major Objectives:

- I. Assist Kennel Attendants with cat care.
- II. Interact with cats to help socialize them for easier adoption.
- III. Provide support to public seeking to adopt.

Major Responsibilities:

1. Spend 3 hours per shift completing tasks as outlined below.

AM Cat Care Volunteers

Downstairs Cat Area

"The Spay and Neuter Room"

- Scoop/Change Litter boxes
- Clean/Fill; Water/ Dry food bowls
- Sanitizing counter/shelves
- Bedding
- Empty garbage
- Sweep/Mop

"Rooms A, B and D"

- Scoop/ Change Litter boxes
- Clean/fill; Water/ Dry food bowls
- Collect "breakfast" dishes
- Bedding
- Sanitizing Cage
- Empty garbage
- Sweep/Mop

Upstairs Cat Area

"Boardroom"

- Scoop/Change Litter boxes
- Clean/Fill; Water/ Dry food bowls
- Sanitizing counter/shelves
- Bedding
- Empty garbage
- Sweep/Mop

"The Bathroom"

- Windex Mirror
- Sanitize sink
- Sanitize/Scrub Toilet
- Replenish Toilet paper/Paper towel
- Empty Garbage
- Sweep/Mop

PM Cat Care Volunteers

Downstairs Cat Area(s)

- Dishes
- Laundry
- Sorting donated goods
- Stocking (dry cat food, wet food shelves and litter bins)
- Sweeping/Mopping
- Cleaning Windows
- Cat brushing/socializing
- Extra sanitizing (Walls, door knobs, piping etc.)
- Garbage/Recycling
- Sanitizing carriers

Upstairs Cat Area

- Dishes
- Laundry
- Sorting donated goods
- Stocking (dry cat food, wet food shelves and litter bins)
- Sweeping/Mopping
- Cleaning Windows
- Cat brushing/socializing (*Boardroom only*)
- Extra sanitizing (Walls, door knobs, piping etc.)
- Garbage/Recycling

Qualifications:

1. Ability to stand, walk and do light lifting.
2. Must not have any allergy or condition prohibiting you from working directly with cats.

Training/Preparation:

1. Training provided prior to each task by QHS Staff for first couple shifts.
2. On-going support is provided by QHS Staff and senior volunteers.
3. A background check is performed with regards to animal cruelty.

Time/Place:

1. 3 hours per shift is required, additional time is at your discretion.
2. Select your shifts on the Volunteer Calendar and register.
3. Volunteering occurs at the Shelter 527 Avonlough Rd, Belleville ON.

Length of Commitment:

6 months or more is preferred.

Supervision:

1. On-going support is tailored to each volunteer's needs
2. Supervision by Cat Area Kennel Attendants



Dog Care Volunteer

Major Objectives:

- I. Assist Kennel Attendants with dog care.
- II. Interact with dogs to help socialize them for easier adoption.
- III. Provide support to public seeking to adopt.

Major Responsibilities:

2. Spend 3 hours per shift completing tasks as outlined below.

AM Dog Care Volunteers

Dog Area(s)

Rooms "A and B"

- Cleaning/ Scooping soiled areas
- Sanitizing kennel
- Rinse kennel
- Water Bowls
- Collecting "Breakfast" dishes
- Drying cages
- Bedding
- Sweep/Squeegee/Mop
- Empty garbage

Small Animal Area

- Scoop/Change bedding in cage
- Replenish food/water, bedding and hay (if needed)
- Empty Garbage
- Sweep

The "Barn" area

- "Muck" out "stalls"
- Replenish fresh shavings
- Water bucket
- Collect "Breakfast dishes"
- Bedding
- Sweep

PM Dog Care Volunteers

Dog Area(s)

- Dishes
- Sorting donated goods
- Stocking (dry dog food, wet food)
- Sweeping/Mopping
- Cleaning Windows
- Extra sanitizing (Walls, door knobs, piping etc.)
- Assisting with outside cleaning (i.e. kennel runs, yard scoop etc.)
- Garbage/ Recycling
- Tidy leashes/ choke chain hooks

Qualifications:

1. Ability to stand, walk and do light lifting.
2. Must not have any allergy or condition prohibiting you from working directly with dogs.

Training/Preparation:

1. Training provided prior to each task by QHS Staff for first couple shifts.
2. On-going support is provided by QHS Staff and senior volunteers.
3. A background check is performed with regards to animal cruelty.

Time/Place:

1. 3 hours per shift is required, additional time is at your discretion.
2. Select your shifts on the Volunteer Calendar and register.
3. Volunteering occurs at the Shelter 527 Avonlough Rd, Belleville ON.

Length of Commitment:

6 months or more is preferred.

Supervision:

1. On-going support is tailored to each volunteer's needs
2. Supervision by Dog Area Kennel Attendants



Dog Walking Volunteer - Walk Smart Guidelines

- ❖ Sign in each time you arrive to walk dogs and sign out upon leaving. We also require that you leave a piece of photo identification with us while you are here, which will be returned when you leave.
- ❖ Check the sheet at the top of the stairs to see who has been walked so all of the dogs get a chance to go out.
- ❖ Add the name of the dog you walked to the list so the walkers know who has been walked.
- ❖ Please take a poop bag with you (also located at the top of the stairs) for each dog you walk, and pick up after it.
- ❖ Only dogs with BLUE adoption cards may be walked. Always check and follow any caution signs which may be on the kennel.
- ❖ Puppies under 4 months old may NOT be walked as they are not fully vaccinated and are at risk to disease.
- ❖ All dogs MUST be walked with the correct size choke chain if they do not have a martingale collar on. Please ask staff if you need any help we will be happy to help. If the chain is not fitted correctly, you run the risk of the dog slipping out of it and running off.
- ❖ Please collar and leash the dog INSIDE the kennel. Do not let the dog out into the room to leash. Ask a member of staff for help.
- ❖ Remove the choke chain after your walk once you have returned the dog to its kennel.
- ❖ Use caution when going through our building for other dogs and walkers (sometimes even our cats). Please wait until the aisles are clear of animals before going outside. Do not allow the dogs to enter the office area or jump on the office gate.
- ❖ Please don't let the dogs urinate on things in the parking lot and keep away from parked vehicles.
- ❖ Walk facing traffic on the left side of the road.
- ❖ Please stay on the shoulder of the road and don't allow the dogs to eliminate on the neighbour's property.
- ❖ Scoop the poop and throw the bag in the dumpster located outside the building.
- ❖ ALWAYS walk at least 10 feet apart from any other dog walker. Do not allow the dogs to meet as they can get tangled or get into a fight.
- ❖ Do not run with the dogs. Keep control of the dogs at all times, you are walking them – not the other way round!
- ❖ You may walk only on Avonlough Road and it is recommended that you go at least to S.M. Public School and back to give the dogs a good walk. Please clear it with a staff member if you'd like to go farther.

These guidelines are in place for the safety and protection of our volunteers, customers, staff, neighbours and of course our shelter animals. Any infractions may lead to your walking privileges being revoked.

Foster Program Volunteer

Many people want to share some love and kindness with an animal. Being a FOSTER parent can not only help the animal, but can add to your life as well. Some animals just need TLC and a place that is quieter than at the shelter, but in some serious cases we need very experienced foster families who have been in our program for a long time. At Quinte Humane Society we provide care to all animals, but there are times when one-on-one is more beneficial. Fostering is also important because it helps the Shelter by creating space and allowing us to serve even more animals in need.

What are the requirements to become a FOSTER caregiver?

- You must be 18 years of age.
- All of your owned pets must be spayed or neutered and up to date with all vaccinations (proof required)
- An extra room to keep the foster animals separate from your own.
- Transportation is needed for pick up and drop off at the shelter.
- Lots of time, love and patience.

Application

To apply to be a Foster family, drop by the Shelter between 12:00 - 4:00 PM daily.

You may save some time by bringing the completed Foster Application Form with you when you visit the Shelter.

[Foster Application Form](#)

Supplies

All supplies are supplied by QHS including food, litter, toys etc. Any items you choose to purchase must be pre-approved by the Shelter Management in advance. Receipts must be submitted for approved reimbursements.

How long will they be with you?

This is different depending on the circumstances. It is usually 2 to 6 weeks.

Which animals will need your help?

- Mother cats & dogs with nursing babies
- Kitten and pups too young for adoption
- Animals recovering from surgery
- Animals recovering from injuries and often times on medication
- Animals that could benefit from socialization

Contact the shelter for further details if interested.



Volunteer Form

Emergency Contact Information:

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

Home#: _____ Cell#: _____

Work#: _____

VOLUNTEER CONFIDENTIALITY AGREEMENT – CONFLICT OF INTEREST - CONSENT LIABILITY - WAIVER RELEASE FORM

DUTIES AND RESPONSIBILITIES

- Volunteers agree to abide by instructions from the staff.
- Volunteers are expected to be with a parent or guardian if under the age of eighteen (18) years. The parent or guardian shall be with the children and accessible to their needs at all times.
- The primary concern of each and every Volunteer is the health and safety of all the staff, volunteers and visitors, as well as the animals.
- Volunteers are expected to behave in an exemplary and competent manner at all times.
- Volunteers shall honour the laws, rules, and regulations of the shelter.
- Volunteers are prohibited from using foul or abusive language around or in the shelter or at any time they are representing QHS.
- The use of alcohol and illegal drugs is strictly prohibited. Any evidence of their use will result in the loss of volunteer privileges and removal from the shelter premises.
- A Volunteer's failure to behave in accordance with these and any such policies that the QHS may adopt, will result in immediate termination of volunteer privileges.

CONFIDENTIALITY

I hereby acknowledge, and understand, that in the course of carrying out my duties at the Quinte Humane Society, I may be dealing with information contained in files and records that is confidential or that tends to reveal the identity of a client. I agree to hold such information confidential, and, except as I may be legally required, I will not disclose or release it to any person.

CONFLICT OF INTEREST

All volunteers must disclose their involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest. Failure to declare a conflict of interest can result in the severing of the volunteer relationship. (See QHS Policy Manual Re: Conflict of Interest)

TRAVEL RESPONSIBILITIES

Each Volunteer is solely responsible for his/her travel before and after leaving the shelter. All volunteers must be picked up no later than 4:45pm.

GENERAL CONSENT

I will hold the Quinte Humane Society, it's board, officers, and employees harmless from any and all injuries, accidents, or losses that may befall me whether from natural or manmade causes, foreseeable or unforeseeable expected or unexpected.

I assume full responsibility for my own safety, health, and well-being during my time volunteering at the shelter.

In the event of an accident or costs, expenses, or any damages whatsoever, I shall not seek compensation in any way or seek any legal redress claim or action, causes or action or costs from the QHS, it's board, officers, or employees or individually or be entitled to any attorney's fees that may accrue from any claim arising out of any accident from this date forward.

The undersigned further declares and represents that no promise, inducement or agreement not herein expressed has been made to the undersigned, and that this Release & Waiver contains the entire agreement between the parties hereto, and that the terms of this Release & Waiver are contractual and not mere recital. In consideration of my rights as a Volunteer at the Quinte Humane Society and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby acknowledge and agree to the provisions of this Consent and Release form as follows:

VOLUNTARY PARTICIPATION

I acknowledge that I am volunteering at the Quinte Humane Society.

ASSUMPTION OF RISK

I am aware that as a volunteer working with animals, there may be some hazardous activity. I am voluntarily participating in this activity with knowledge of the danger involved and hereby agree to accept any and all risks of injury associated therewith including, but not limited to, personal injury, bodily injury, or death.





RELEASE

As consideration for being permitted to be a Volunteer at the QHS, their respective officers, directors, agents, and employees (individually and collectively referred to herein as “Releasees”), I hereby agree that I, my assignees, heirs, distributes, guardians, and legal representatives will not make a claim against, sue or attach the property or make any other demand on Releasees or any of their affiliated organizations for injury or damage resulting from negligence or other acts, how so ever caused, by any employee, agent, or contractor of Releasees or any of their affiliated organizations as a result of my participation as a Volunteer. I hereby release Releasees and any of their affiliated organizations from all actions, claims, or demands that I, my assignees, heirs, distributes, guardians, and legal representatives now have or may hereafter have for injury or damage resulting from my participation as a Volunteer.

KNOWING AND VOLUNTARY EXECUTION

I HAVE CAREFULLY READ THIS CONSENT AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND RELEASEES AND/OR AFFILIATED ORGANIZATIONS AND SIGN THIS OF MY OWN FREE WILL.

Volunteer Signature

Volunteer (Print Name)

Date

Parent/Guardian Consent – (For Volunteers under the Age of 18)

I have read this Volunteer Agreement Consent and Release Form and discussed with an explained its meaning to my Son/Daughter/Ward (the applicant). I hereby approve and agree to his/her participation as a Volunteer at the QHS in accordance with the terms of this Volunteer Agreement Consent and Release and agree to the terms and conditions of the Consent and Release.

Parent/Guardian Signature

Parent/Guardian (Print Name)

Date