

VOLUNTEER RESPONSIBILITIES

THE CAT NETWORK, INC.

NAME: _____

DATE: _____

PRINT

Each volunteer is assigned an agreed upon date and time (AM or PM) for volunteering.

Please make sure you show up on your scheduled day

If, for some reason you are unable to make your shift, a current Volunteer Schedule has been provided (located on the wall opposite the cages and also sent by either email or text). It is **YOUR** responsibility to reach out to other volunteers on the schedule to find someone who can cover your shift.

***** Only in an extreme situation should you reach out to the Volunteer Coordinator to seek assistance for coverage.**

1. Empty cage (litter box, bedding, toys, water, food)
2. Disinfect cage with provided disinfectant
3. Replace soiled bedding (provided on overhead shelves) and place in laundry basket
4. Clean water/food dishes and replace with same (kittens/adults). Use the employee lounge when refilling water container (Code 2,3,4 Enter)
5. Clean litter boxes (replace litter/liners as needed)
6. Before leaving, remove and replace garbage can liners. Bring garbage to the back of store and dispose
7. **Finally**, the Sign-in sheet should be filled out with your Name and In/Out times

Since socializing these kitties is our main objective, it is important to spend some time with them.

OBSERVE THEIR HABITS (litter box usage, fleas, skin disorders, nasal/eye discharge, blood in stool or urine, straining to urinate, limping, lethargy, etc.)

******* Should you notice any potential problems, there is a list of Fosters with the name of the cats they are responsible for (located on the wall to the left of the cages).

******* Please do not just write what was observed as a potential problem on the sign-in sheet.

*****It is important to contact the foster**, by text or phone, and explain what you have observed in order for them to come by and assess the situation.

*******It could be a serious situation and by doing so can eliminate any illnesses or diseases that may be transmitted to the other kitties.**

Any questions, please contact me

Denyce @ 954/540-9547

Volunteer Coordinator

Signature of Volunteer

VOLUNTEER AGREEMENT//LIABILITY WAIVER

THE CAT NETWORK, INC.

(Minimum age is 16***)

DATE: _____

NAME _____ (PRINT) PHONE () _____
ADDRESS _____ City _____ State _____ Zip _____
EMAIL: _____ @ _____ .com

THE CAT NETWORK, Inc. handles rescued animals whose temperaments are unknown. The volunteer, therefore, must assume all risk of harm or injury from these animals and/or any possible injury sustained while working as a VOLUNTEER.

BY SIGNING BELOW, I agree to serve as a VOLUNTEER and commit to the following guidelines:

1. To perform duties to the best of my ability
2. To serve as a volunteer without receiving any monetary compensation or other financial benefits for my service
3. To adhere to the rules and procedures (i.e. record keeping, client information and the confidentiality of THE CAT NETWORK, Inc.)
4. That any information acquired, regarding individual persons and other animal organizations, are kept strictly confidential
5. Confidential information that pertains to THE CAT NETWORK, Inc., or its contacts, shall not be disclosed to any other individual or organization
6. To meet my time and duty commitments or provide adequate notice so that alternate arrangements can be made

*** 7. I AFFIRM THAT I AM 18 YEARS OLD. (If younger than 18, an adult must agree to and be PRESENT)

I, _____ (Name), hereby agree to indemnify and hold harmless, THE CAT NETWORK, Inc., its employees, agents, board of directors, officers, volunteers and any persons and organizations connected to it, from any and all liability arising out of or in consequence of, injury sustained as a result of any activity connected with myself or my child who is volunteering with THE CAT NETWORK, Inc.

SIGNATURE Date of Birth Age

*** If under 18, authorization of Parent/Legal Guardian is required and he/she must be present at all times.

NAME SIGNATURE
PHONE () _____

Emergency contact: _____ @ () _____
(Print Name) Relationship _____

COMMUNITY SERVICE HOURS:: School Project _____ Court Ordered _____