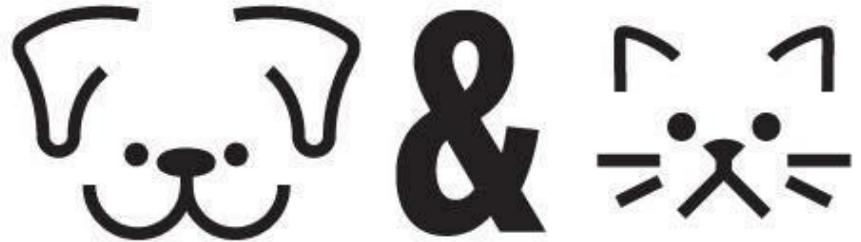


becoming a  
Volunteer @ ...

**SYDNEY**



**HOME**

# Steps to becoming a Volunteer

1. Download / Print & fill in the Volunteer Application Form
2. Attend a drop-in information session (check website for time & dates)
3. Hand in your Volunteer Application Form at the information session
4. Shift availability / events etc. are emailed

*(if there is availability/opportunities)*

5. Orientation shift is scheduled
6. Read the Volunteer Manual
7. Read and sign the Volunteer Agreement
8. Attend an Orientation shift
9. Discuss / agree volunteer shifts or other volunteer arrangements



# What is the main role of our Volunteers?

Sydney Dogs & Cats Home enjoys the support of many volunteers who help create a happy and safe environment for our residents. Our volunteers can be involved in all aspects of shelter life, including animal care, reception and administration duties, fundraising events and animal transport.

It is very important to us that all our staff and volunteers share the various required tasks. This ensures that everyone can enjoy both fun and rewarding experiences.



# Commitment

We ask our kennel volunteers to commit to at least one shift per fortnight for a period of 4 months. This means that volunteers gain the necessary skills to become a trusted member of our team and are able to provide the best care for our residents.

More shifts are possible, depending on availability of shifts and capability of an individual to perform tasks in a fast paced environment.

We ask all volunteers to commit to the shifts / events or tasks they have agreed to, communicating any changes or cancellation in advance (where possible).

**If this sounds like you, please read on...**



# Orientation Shift

A typical Orientation Shift covers our basic volunteer kennel duties. This includes cleaning and performing animal handling duties. It also covers policies and procedures, general house rules and WHS (Work, Health & Safety) requirements.

We ask you to confirm your availability for future shifts and give a contribution of \$40, to cover training costs and a leash.

*Before commencing your first shift, you will need to read the Volunteer Manual and sign the Volunteer Agreement.*

*Please bring photo ID with you also.*



## Other Information

SDCH is an impounding facility as well as an animal rehoming shelter. You may come into contact with some potentially confronting animal welfare situations. Please consider the emotional aspect of working in an environment such as this, before committing to a volunteer position.

## Privacy Statement

Sydney Dogs and Cats Home Inc regards the security of personal information as a priority and will endeavour to protect it at all times. SDCH however cannot guarantee the security of personal information provided by electronic means. You may request access to your personal information held by SDCH at any time by contacting the Home on (02) 9587 9611. SDCH will add your name and contact details to our database.

# What Next?

Attend a drop in information session with a completed application form.

See you then ...

# SYDNEY & HOME

## Volunteer Application Form

1. Print this form & fill it in
2. Hand this form in, at the information session

Note: You must be 18 years of age to volunteer. Please tick to confirm

DATE ATTENDED INFO  
SESSION:

<b>Name:</b>	
<b>Address:</b> <i>(residential with postcode)</i>	
<b>Phone number/s:</b>	
<b>Email address:</b>	
<b>Emergency contact person:</b> <i>(name &amp; number)</i>	
<b>Health Information:</b>	It is important to advise the Volunteer Co-ordinator of any health issues or specific medications, which we would need to know about.
Do you have any allergies? If yes, please list them	
Are you taking any medications we should know about? If yes, please list them	
Do you have any medical conditions we should know about? If yes, please list them	

**THANK YOU**

Tick here if you do NOT wish to receive future e-news from us

.....

### ADMIN / OFFICE USE ONLY

email sent  add to Access

Frequency of shifts:			
	Day	Shift	Date
1 <sup>st</sup> shift available:			



Leash & contribution    ID    Name tag    WHS    Sign Volunteer Agreement

## To be completed at your 1<sup>st</sup> shift

### Volunteer Agreement

- I authorise Sydney Dogs and Cats Home staff to seek emergency medical treatment for me if necessary.
- I agree to abide by Sydney Dogs and Cats Home Policies & Procedures and take directions from staff during my period as a volunteer.
- I have read and understood the Sydney Dogs and Cats Home Volunteer Manual.
- I understand that my assistance may be terminated at any time at the discretion of Sydney Dogs and Cats Home.
- I understand that I am not covered by Sydney Dogs and Cats Home's Public Liability Insurance in cases where I have been negligent and/or failed to follow the procedures outlined in the Volunteer Manual and/or directions from staff.
- I offer my services to the Sydney Dogs and Cats Home Inc as a volunteer contribution to the cause of animal welfare and agree to reflect and promote the Home according to its ethos and mission. During voluntary periods, or anytime thereafter, except in the proper cause of my efforts under this agreement or as required by law or the Sydney Dogs and Cats Home, I agree to abide by all reasonable requests and requirements by the Association or its officers, including the following:
  - **Fundraising Authorities:** I will comply with the requirements of all relevant authorities including the Charitable Fundraising Act 1991, as instructed by the Sydney Dogs and Cats Home Inc.
  - **Privacy:** I will protect the privacy of all parties to the best of my ability complying with all relevant legislation including the privacy act of 1988 as instructed by Sydney Dogs and Cats Home Inc.
  - **Confidentiality:** I will keep all information, knowledge and intellectual property associated with SDCH confidential. I will not use or disclose to any person any confidential information or details of intellectual property and I will to the best of my ability prevent the unauthorised use, disclosure of any confidential information or intellectual copy by a third party. This will include conversations on websites, or the posting of any matters relating to untrue conversation and information about Sydney Dogs and Cats Home.
  - **Intellectual property:** All intellectual property gathered by volunteer work will remain the property of Sydney Dogs and Cats Home Inc.
  - **Volunteer Attendance:** I am currently able to commit to a four-hour shift once a week or fortnight for six months and agree to notify the Volunteer Coordinator should this change.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_