



Chilliwack Animal Safe Haven

Volunteer Registration

Thank you for your interest in volunteering your time at our organization. The following information will assist us in determining your interests and abilities for a prospective volunteer assignment and provide information for administrative purposes. The information collected will form your volunteer profile.

Personal Information:

Name: _____

Address: _____

City: _____ **Postal Code:** _____

Phone: _____ **Email:** _____

Do you give consent to receive emails from the Safe Haven? YES or NO

Emergency contact person (Name and Phone Number):

Why do you want to volunteer with the Safe Haven: _____

Availability:

How many hours a week are you willing to volunteer? _____

Shifts are available for both morning and afternoon, 7 days a week. For which shifts would you be available? Mornings run from 8-12 and afternoons from 4:30-6.

Are you available for fundraising events? YES or NO

Would you be available for on-call shifts? YES or NO

Skills and Abilities:

What skills/abilities/interests do you have that may benefit your volunteer service at the Safe Haven? (First aid, drivers licence, experience working with animals, etc.)

Have you had previous experience as a volunteer? If so, where?

Please describe any experience you have had with animals:

The following are some of the daily tasks that need to be completed at the Haven. Please check the boxes for the ones you would feel comfortable doing.

*Some of the tasks do require some lifting of pails of water, litter and food to and from the house and units. These tasks in particular have *'s beside them.

*Cleaning litter boxes		Washing dishes	
*Sweeping/washing floors		Gardening	
Laundry		*Cat transport	
Socializing cats (petting, cuddling)		*Maintenance	
Grooming cats (brushing)		Fundraiser event planning	

Commitment:

1. I agree to adhere to Chilliwack Animal Safe Haven procedures, policies, rules and regulations.
2. I acknowledge that the cat care coordinator present is in full and total charge of the Chilliwack Animal Safe Haven.
3. I agree to attend a volunteer orientation, complete the required training and accept supervision in the performance of my duties.
4. I agree to maintain strict confidentiality.
5. I understand that false information on this application may be cause for termination of my volunteer services.

Waiver:

I, the undersigned, understand that the Chilliwack Animal Safe Haven Society is not liable for any injury or illness that may occur due to any activity or contact with an animal while performing my duties. It is understood that the Chilliwack Animal Safe Haven Society is not liable for any loss of salary should a mishap occur, in accordance with the Worker's Compensation Board. I agree to assume all risk of

loss or injury, including death, to myself or damage to my property while on the premises or while participating in any volunteer activity and hereby release and waive any rights of action I presently have or may have in the future acquire against the Chilliwack Animal Safe Haven Society, their heirs, assigns, servants, agents or volunteers whether acting in the scope of employment or not.

Signature of Applicant: _____

Date: _____

If applicant is under the age of 16, parental consent is required:

<p>I, _____ give permission for _____ _____ to participate fully as a volunteer for the Chilliwack Animal Safe Haven.</p> <p>Signature of Parent/Guardian: _____</p> <p>Date: _____</p>

Please email the completed form (the first 4 pages only) to:

info@thesafehaven.ca

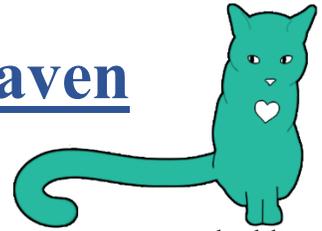
Or mail it to:

**Chilliwack Animal Safe Haven Society
49843 Chilliwack Central Road
Chilliwack, BC V2P 6H3**

Once your application is received and your availability is confirmed, the Safe Haven Volunteer Coordinator will contact you to set up an orientation.

Chilliwack Animal Safe Haven

Information about Volunteering



The Safe Haven could not exist without our wonderful volunteers who are our most valuable asset. We are always looking for enthusiastic, reliable people to help with our cat care. If you can spare an hour or two (or more!) every week to assist, please call the office at **604-794-7233** to book a volunteer orientation and training.

The hours the shelter is open for volunteer shifts are:

Monday – Sunday mornings from 8:00am to 12:00noon

Monday – Sunday evenings Sept-May: 4:30-6:00pm

June-Aug: 4:30-5:30pm

Cat Care Duties:

Sign in on the volunteer sheet in the Laundry room. Check the calendar in the kitchen for which units you are assigned for that day.

Gather your cleaning supplies in the Laundry room and head out to your assigned unit(s).

You will have been given a cleaning task list to follow (there are task lists posted in the laundry room if you have forgotten). If you have any questions or need any help with anything (moving cat stands, changing litter boxes, etc.) please ask a fellow volunteer or the cat care coordinator on duty. Tasks include cleaning and refilling water/food dishes, scooping/cleaning litter boxes, cleaning off bedding, wiping down surfaces, sweeping/mopping floors, etc.

If you notice anything which appears abnormal with the kitties (diarrhea, sneezing, coughing, lesions, weepy eyes, etc.) please write it down in the MEDICAL RECORD binder in the Laundry room and report it to the cat care coordinator on duty. Your observation to their well being is very much appreciated and will help us to plan their care.

All the cats appreciate some love and attention. If you can spare extra time after you have completed your unit duties, grab a cozy blanket and maybe a grooming brush. The new arrivals sometimes find the adjustment to their new home rather traumatic and a little extra love goes a long way in assuring a happy and healthy kitty.

In the house there is drawer with toys and a drawer with treats. Take anything you think the kitties in your unit would like, but please give only 1 or 2 treats per kitty. Please return things to the drawers when you are finished.

Please remember to sign out when you are leaving.

** We are also in need of volunteers to help with fundraising events. Keep an eye out for volunteer sign up sheets in the laundry room and join us at one of our fun fundraisers!! **

Thank you for all your dedicated hard work – without you, this shelter could not continue to exist.

Chilliwack Animal Safe Haven

Morning unit tasks



Supplies:

- Pail w/ Hot water, vinegar, soap
- A couple cloths
- Jug of fresh water
- Empty pail (for rinsing and old water)

- 1) Please return wet food dishes to the kitchen, if not collected.
- 2) Empty dry food into ice cream bucket, clean dish in hot water pail, rinse with fresh water and dry.
 - i) Refill dry food with FRESH food on the bottom and OLD food on the top.
 - ii) Please make sure food is topped up level with the top of the bowl without overfilling.
 - iii) If the dry food container is nearly empty, please fill it from the food bin in the kitchen.
- 3) Empty water dish into empty pail, clean dish in hot water pail, rinse with fresh water.
 - i) Refill water dish with fresh water.
- 4) Scoop litter boxes. Be sure to get all the way to the bottom. Top up if necessary.
 - i) If the box is looking unclean:
 - a) Get a new litter box from the garage (similar shape and size).
 - b) Pour the litter from the dirty box to the clean box. Top up if necessary.
 - c) Bring the dirty litter box to the wash station. Make sure all litter is scraped out.
 - d) Please wash out the box with hot, soapy water if you have time.
 - ii) Scrub the litter scoop clean in hot water pail. Remove garbage and replace bag.
- 5) Shake out all bedding. Replace any soiled bedding with clean.
- 6) Use wire brush on cat stands and bedding. Use a damp cloth on soiled cat stands.
- 7) Wipe down all shelving (getting under blankets), cupboards, heaters, windowsills, cat doors, door handles, chairs, plastic cat beds, etc. with a wet cloth.
- 8) Wipe down any dirty areas on the walls and baseboards.
- 9) Sweep the floors inside and out. Be sure to move any chairs, cat stands, beds to get behind them.
- 10) Mop the floors inside and out. (In fall/winter, do not mop outside. Spot clean dirty areas with a wet cloth.)
- 11) Put everything back in place. Food and water dishes on the floor.
- 12) Count the Cats. If there is anything to make note of (medical ex. Sneezing, limping, diarrhea) please write it down in the book on top of the dryer and let the Cat Care Coordinator on duty know.
- 13) Turn off the lights. Make sure the windows are closed, locked and all doors are securely closed. (In summer months you may be asked to leave the windows and/or interior doors open for air flow. Please check with the Cat Care Coordinator on duty if you are unsure.)

Please give the cats lots of love while you are in their units. They appreciate the pets in the mornings.

** If you have extra time, please feel free to do any extra cleaning in your assigned units. Thanks! **

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Evening unit tasks



Supplies:

- Pail w/ Hot water, vinegar, soap
- A couple cloths
- Jug of fresh water
- Empty pail (for rinsing and old water)

- 1) Scoop litter boxes. Top up with litter if necessary.
- 2) Tidy up the shelves and bedding.
- 3) Spot sweep the floors.
- 4) Wipe up any spills or messes.
- 5) Top up dry food and water dishes.
- 6) Check dry food and litter buckets to see if they need filling (dry food in house, litter in garage).
- 7) Bring wet food dishes into the house.
- 8) Count the Cats. If there is anything to make note of (medical ex. Sneezing, limping, diarrhea) please write it down in the book on top of the dryer and let the Cat Care Coordinator on duty know.
- 9) Turn off the lights. Make sure the windows are closed, locked and all doors are securely closed. (In summer months you may be asked to leave the windows and/or interior doors open for air flow. Please check with the Cat Care Coordinator on duty if you are unsure.)

Please give the cats lots of love while you are in their units. They appreciate the pets before bedtime.

**** If you have extra time, please feel free to do any extra cleaning in your assigned units. Thanks! ****

Thank you for all your dedicated hard work – without you, this shelter could not continue to exist.