



Papayago Rescue House, Inc. (PRH)

Volunteer Packet

This document has not been reviewed by the board.



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VOLUNTEER APPLICATION

Dear Volunteer

In order to volunteer, please expect to do the following:

Read and sign all parts of this contract

Read the manual that will be provided to you after the application has been accepted, before you ascertain to fulfill any assigned duties.

Please read this application completely and carefully before signing. This is a legal and binding document.

Full name* _____

E-mail* _____

Street address* _____

City, state, and zip* _____

Home number _____ Mobile number* _____

Do you smoke? _____ Do you have allergies? _____

How would you rate your voice? Loud Average Low or soft

Do you wear or use any prosthetics for hearing, walking, or vocalizing? No Yes, please note what they are: _____

Why would you like to volunteer with PRH?* _____

Please tell us about experience you have working with animals and any experience specifically with birds.* _____



Do you have any special skills that you would like to tell us about that can help PRH? (i.e. clerical, computer, accounting, marketing, grant writing, etc.)* _____

Do you have pet companions at home? If so, please tell us about them (species, age, quantity, etc.)* _____

Have you ever surrendered an animal to PRH or any other animal rescue organization? if yes, please explain.* _____

What do you hope to gain from your volunteer experience with PRH?* _____

By signing this contract, I agree to the following: in consideration for being permitted to be a volunteer of PRH, do hereby state that I am eighteen (18) years of age (or my parent or legal guardian is consenting to my volunteering as evidenced below), and I understand and agree as follows:

1. I understand there are different techniques and philosophies regarding the care and training of parrots and other captive companion birds.



2. I understand that PRH has set guidelines and procedures. In the event that I should disagree with any PRH guideline(s), procedure(s), or technique(s), I agree to comply with said procedures and/or guidelines providing that my personal safety is not compromised.
3. Further, I agree that until I discuss the matter with the Executive Director or his/her designees (Assistant Director), I will refrain from criticisms or objections (orally or in writing) to any director, officer, volunteer, member, agent, affiliate, or third party persons or entities (Agents) until such time as the matter has been discussed with the Executive Director and a resolution reached.
4. I agree to follow any and all PRH guidelines, procedures, and techniques without deviation.
5. I understand that PRH birds are adopted through the application process and that the adoption/placement process is established by the Executive Director and voted on by the Board of Directors.
6. Further, that when two or more parties are interested in adopting a bird, the decision is the Executive Director's to make and said decision will be made in the best interests of the bird and PRH.
7. I agree not to interfere with an adoption or with the removal of a bird from a foster or adoptive home.
8. If I learn of information that could potentially impact the care, health, safety or location of a bird within the PRH program --whether while in foster care or after adoption --I agree to immediately and discreetly share that information with the Executive Director or Assistant Director so that the information may be considered by PRH.
9. I understand that as a volunteer my first duty is to PRH and the furtherance of its procedures, guidelines and efforts to care for and protect the welfare of the birds coming into or in its program. If I ever feel I cannot place that obligation first in my words and actions relative to a situation, bird, or person, I will voluntarily resign to avoid any conflict of interest or appearance of impropriety. I understand that my inability to follow such duty constitutes a conflict of interest.
10. I understand that I may not unilaterally accept a bird on behalf of PRH without prior express approval from the Executive Director. PRH will not take responsibility, financial, custodial or otherwise for birds accepted in violation of this provision.
11. I understand that the Executive Director has the authority to make decisions on behalf of PRH regarding fundraising opportunities, the presentment of educational programs, to sign contracts on behalf of PRH, or to speak with the media on behalf of PRH. Volunteers presented with opportunities in these areas are encouraged to contact the Executive Director.
12. I understand that the Executive Director has the right to dismiss anyone as a volunteer with PRH for any infraction of this agreement, or for any conduct contrary to the best interests of PRH. In the event that I resign or dismissed as a volunteer, I agree to fully cooperate and promptly make arrangements to return any and all cages/caging, equipment, supplies, documentation, books, etc. that are



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- property of PRH. I understand that a failure to do so may result in me being charged for the property's replacement cost.
13. I acknowledge and agree that my activities as a volunteer will be performed strictly in an unpaid basis, without monetary compensation or other benefits, including, but not limited to workers' compensation benefits.
 14. I am aware of the nature of the activities to be performed by me as a volunteer and recognize that in handling birds and performing other volunteer tasks, a risk of harm, injury, illness or disease exists, including physical harm, illness or disease caused by birds.
 15. I agree that all volunteer activities are to be performed by me at my risk and I assume full responsibility therefore, I consent and authorize PRH to use any photographs, video, or likenesses of me for, but not limited to public relations, marketing, and for profit activities, products, or events.

I hereby certify that the information I have provided throughout this application is truthful and complete and that I have never been convicted of any criminal misdemeanor or felony in the States of Georgia, or any other U.S. State or the U.S. Military or under the jurisdiction of any Foreign Nation, State, Province, Municipality, or Military.

On behalf of myself, my heirs and personal representatives, I agree not to hold or attempt to hold PRH, its Agents or employees responsible for any injury or damage sustained or incurred by me arising out of or in any way connected with my activities as a volunteer for PRH and thereby release and discharge PRH and its Agents or employees from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by me.

I have read, understand, and agree to comply with each of the above statements.
Signature*

First Last
Print

Date

First Last

Date



By signing this contract, I agree to the following: I desire to do so at my own risk and recognizing the possible and inherent danger to my person and property resulting there from; and

Now, therefore, in consideration of the promises and other good and valuable consideration, I do hereby, for myself, my spouse, heirs, executors or administrators, and personal representatives:

1. Assume full responsibility for any personal injury or any damages to my person or property which may occur, directly or indirectly, while in, on, or about PRH offices or any part of PRH property, or while accompanying any PRH directors, officers, volunteers, members, agents, affiliates, and all other persons or entities (Agents) while in the performance of their duties; excepting injury or damage of property which may arise out of the negligent or intentional acts or omissions of PRH and its employees or Agents.
2. I have been informed and fully understand that the activities of PRH involve the care, feeding, rescue, transport, housing and maintenance of birds.
3. Further, I have been informed that the birds can be dangerous at times.
4. I also understand that birds can be destructive to personal property.
5. I have undertaken to understand and educate myself as to these hazards and risks to my own satisfaction. I recognize and accept that in dealing with birds I am voluntarily exposing myself to the possibility of severe injury, illness, disease, or death regardless of the size, species, or apparent condition of any bird.
6. I further recognize there are additional risks involving the care of birds, including but not limited to risks associated with their food, cages, toys, and cleaning agents.
7. I assume the risks of injury, illness, disease, or death to myself or any other member of, or visitor to, my household, or of anyone I expose to a bird, and for damage to personal property or other companion birds or animals, resulting from the birds in the PRH program and/or from my actions or activities as an PRH volunteer in connection with the bird's care, including those arising from my participation in and traveling to or from PRH functions, activities, care centers, or foster homes.
8. I will endeavor to take appropriate precautions to protect others from injury, illness, disease, or death from the birds in the PRH program that are under my care or control or from my activities.

I hereby release, hold harmless, and covenant not to sue PRH or its Agents whom I otherwise claim or believe to be liable, for any and all actions, claims or complaints from damages, injuries, deaths, or losses sustained, or alleged to have been sustained of any kind or nature whatsoever arising out of or relating to my membership, activities, or volunteer work relating to PRH, or from any activity work performed for or travel to or attendance at PRH functions, activities, or care centers wherever situated.



I fully and forever release and discharge PRH and its Agents from any and all claims, demands, damages, rights of actions, or causes of actions, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my being in, on, or about any such PRH vehicle, or at any or all of the premises or places aforesaid; or while accompanying any Agent of PRH as aforesaid; excepting those matters which may arise out of the negligent or intentional acts or omissions of PRH and its Agents.

I agree to defend and to pay any and all attorneys' fees as a result of any action brought by or against PRH and/or its Agents for any of my acts or conduct of whatever kind or nature whatsoever, while in, on, or about any such PRH vehicle, or at any or all of the premises, or places aforesaid, or while accompanying any such Agent as aforesaid;

If I choose to handle these birds I recognize the inherent danger to my person.

I have read, understand, and agree to comply with each of the above statements.

Signature*

First Last

Date

Print

First Last

Date



CODE OF CONDUCT AGREEMENT

As a volunteer for PRH:

1. I give my permission to PRH to verify any of the information in this application. I agree to abide by the policies and procedures of PRH, as a member of the volunteer staff.
2. I will conform to all rules and regulations commonly applying to volunteers of PRH, including safety, discrimination, harassment, and confidentiality.
3. I give consent to PRH in Georgia to use and reproduce my name, voice, and/or likeness in connection with any advertising, programming, and/or promotion of PRH in any media it chooses.
4. I agree to hold harmless PRH, its Agents, and insurance carriers from any and all claims, damages and judgments which I may have now or in the future against PRH in all matters pertaining to my service as an PRH volunteer staff member including, but not limited to, personal injury.
5. I further agree to: support the mission, goals and efforts of PRH with a positive attitude, approach my volunteer job responsibilities with professionalism, be accountable for the activities and commitments I make to PRH, treat birds with respect, promote goodwill by handling contacts with staff, volunteers, customers, and visitors in a spirit of courtesy and cooperation, be positive and creative in my efforts to resolve problems, report to my volunteer job physically and mentally fit for duty, remain drug free while actively performing my volunteer duties and responsibilities (Drug Free), provide appropriate notice of unavoidable absence or lateness, deal fairly with all PRH colleagues, co-workers, supervisors, customers, visitors, volunteers, etc., without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability. Contact the Executive Director immediately if I feel discriminated against or harassed by someone in connection with my volunteering, only serve as agency representative in the community or media spokesperson when authorized to do so by the Executive Director, when possible and appropriate, misleading or inaccurate information and representations made by others concerning PRH policies, practices and procedures, maintain and safeguard the confidentiality of all business, donor, employee, volunteer and bird records, credit and financial information, and/or any information relating to the operation of the agency that is not known or readily accessible to the public, observe all safety and security rules in the performance of my volunteer job duties.
6. Report accidents, injuries, fire, theft, or other unusual incidents immediately after occurrence or discovery, avoid engaging in any conduct that is or could be perceived as a conflict of interest, refrain from using PRH property, services or supplies for personal reasons unless given prior permission by the Executive Director, call 678.346.5217 and speak to an PRH Representative if I have



questions or concerns about PRH policies, procedures, interpersonal communications, or my volunteer responsibilities.

My signature confirms that I have read this entire document, as indicated by the total number of pages, which I understand the information contained within, and that I agree to the information contained herein.

I have read, understand, and agree to comply with each of the above statements.

Signature*

First Last

Date

Print

First Last

Date



CONFIDENTIALITY AGREEMENT

By signing this contract, I agree to the following:

1. In consideration for being permitted to be a volunteer of PRH and the benefits attendant thereto, state that I understand that as a volunteer of PRH and in connection with my involvement therewith, I may learn of information regarding individuals or entities through the review of printed material, handwritten paperwork, electronic communications (such as emails or telephone conversations), or through personal contact.
2. As a volunteer, confidential information may also be disclosed to me regarding the operations of PRH. I agree that any such information received may be deemed private, sensitive, or confidential.
3. I understand that the information, therefore, is to be held in strict confidence and shared only with PRH Executive Director and it is not to be shared with anyone else inside or outside of PRH, orally or in writing.
4. I understand that should PRH conclude I have breached this Agreement, it may result in my termination as a member and/or volunteer, at the discretion of the Executive Director.

I have read, understand, and agree to comply with each of the above statements.

Signature*

First Last

Date

Print

First Last

Date

My signature below confirms that all information I have provided throughout this document is true and correct.

My signature further confirms that I understand that PRH retains the right to terminate my volunteer involvement at any time at the discretion of the Director, Assistant Director, or his/her designees.

Lastly, my signature below further confirms that I understand that this is a legal and binding document.



Signature*

First Last

Date

Print

First Last

Date