




MEMPHIS ANIMAL SERVICES

2350 Appling City Cove Memphis, TN 38133
(901) 636-1448 FAX (901) 636-1430

APPLICATION FOR VOLUNTEER SERVICE

A Division of Parks and Neighborhoods 

The information requested on this form is needed to initiate the applicant review process. The information provided will be used by Memphis Animal Services solely for this purpose. Eligibility for volunteer service is considered without regard to race, color, religion, gender, nationality, sexual orientation, disability, marital or veteran status, or any other legally protected status. For safety purposes, volunteers must be at least 18 years of age.

Please provide the requested information accurately and completely. Please print in ink or type.

Name: _____ Date: _____

Home Address: _____ City: _____ State: _____ ZIP Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone (optional): _____

Email Address: _____ Date of Birth: _____

Emergency Contact: _____ Phone: _____

1. Do you have any allergies or health problems that may prevent you from certain activities? ☐ Yes ☐ No
2. Please list any special professional training, skills, etc. that may help at M.A.S.
3. Describe history of pet ownership or previous experience with animals.

Availability:

Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐
Hrs. Available Day: _____ Evening: _____ Weekend: _____

I hereby certify that the information set forth in this application is true and complete to the best of my knowledge. I understand that any misrepresentations or falsified statements included herein shall be considered sufficient cause for denial or dismissal whenever discovered.

I certify that I have read and understand this entire document and I agree that a copy of this document is as valid as the original.

Applicant's Signature _____

Date: ____/____/____

(For Animal Services use only)

Approved: _____

Denied: _____ Justification: _____

By: _____

CITY OF MEMPHIS ANIMAL SERVICES VOLUNTEER AGREEMENT AND RELEASE

In consideration of the opportunity to volunteer with the City of Memphis Animal Services ("MAS"), I agree to the following terms and conditions, intending to be legally bound by them:

- My services are provided strictly in a voluntary capacity, and without any express or implied promise of salary, compensation or other payment of any kind whatsoever.
- My services are furnished without any employment-type benefits, including employment insurance programs, on-the-job-injury, vacations, sick time, etc.
- I shall attend MAS orientation and abide by the mission, rules, regulations, policies and procedures of the MAS and City of Memphis. Further, I shall comply with all local, state and federal laws while serving as a volunteer. In particular, I fully understand that MAS expects high standards of moral and ethical treatment of the animals under its care. I shall adhere strictly to these standards while serving as a volunteer.
- I understand the potential safety risks of working with animals and of carrying illnesses from the shelter to personal pets. I shall ensure my personal pets are current on their vaccines. Further, I shall practice reasonable health hygiene and adhere to the hygiene policies of MAS, including washing my hands before and after touching any animal.
- I certify I am covered by a medical/health insurance plan and am current on my tetanus vaccination. I further understand that MAS does not carry or maintain health, medical, or disability insurance coverage for any volunteer.
- I shall follow the safety precautions of MAS, and follow the instructions/directions of the staff of MAS. I shall not bring friends or relatives with me while volunteering at MAS, unless prior approval has been granted by MAS Volunteer Coordinator or Administrator.
- I shall approach and fulfill my volunteer responsibilities with professionalism, e.g. wearing appropriate apparel and volunteer identification.
- I understand MAS relies on me to be present for all of my scheduled shifts. If I am unable to fulfill my regularly scheduled hours, I shall provide advance notice to the Volunteer Coordinator and arrange for rescheduling.
- I understand MAS is a drug-free workplace.
- I shall work as a team member with MAS staff and other volunteers. I shall be cooperative and courteous to customers/prospective adopting families, visitors, and the general public. I understand as a volunteer I contribute to the public perception of the organization and will strive to do so positively.
- I shall deal fairly with all MAS employees, customers, visitors, volunteers and the general public without regard to gender, race, ethnicity, religion, creed, age, marital status, sexual orientation, national origin, ancestry, citizenship, military status, veteran status, ability or disability. I shall contact the Volunteer Coordinator, MAS Administrator or MAS Supervisor should I feel discriminated against, or harassed, in connection with my service as a volunteer.
- I shall maintain and safeguard the confidentiality of any information, which is not known or readily accessible to the public, relating to the operation of MAS, including but not limited to, business, donor, employee, volunteer, animal, credit and financial information.
- During and upon termination of my service as a volunteer with MAS, I shall not disclose or use confidential information acquired as a result of my association as a volunteer with

MAS.

- I shall not engage in any conduct that is, or could be perceived as a conflict of interest. Further, I shall refrain from using MAS property, service or supplies for personal reasons, unless given permission by the Volunteer Coordinator, MAS Administrator, or MAS Supervisor.
- I shall observe all safety and security precautions in the performance of my volunteer duties. I shall immediately report any animal bite or scratch which breaks the skin, to the Volunteer Coordinator, MAS Administrator or MAS Supervisor (*as mandated by state law*).
- I shall be supervised by the Volunteer Coordinator. Should I have any questions or concerns regarding, but not limited to, MAS policies, procedures, my volunteer responsibilities, etc., I shall contact the Volunteer Coordinator.
- I understand the disposition of un-adoptable animals, including humane euthanasia, remains solely with the management of MAS.
- I understand that if I fail to abide by the terms of this Agreement, or am otherwise unable to meet the requirements of the volunteer program, which is subject to change from time to time, my ability to serve as a volunteer may be suspended or I may be removed from the volunteer program.
- This Volunteer Agreement shall be governed, construed and enforced in accordance with the laws of the State of Tennessee. Any actions regarding this agreement shall be instituted and litigated in the courts of the State of Tennessee located in Shelby County, Tennessee and no other.
- I understand that MAS may terminate my participation as a Volunteer, without notice or hearing for any reason at any time.

RELEASE

I understand that the handling of animals and other Volunteer activities on behalf of MAS may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, my heirs, personal representatives, and assigns, I hereby release, discharge, indemnify, and hold harmless MAS and the City of Memphis, its officers, employees, and agents from any and all claims, causes of action, and demands of any nature, whether known or unknown, arising out of or in connection with my volunteer activities on behalf of MAS.

Understanding that public relations are an important part of a Volunteer's activities on behalf of MAS, I hereby authorize MAS to use any photographs of me in its possession for public relations purposes. I ask that MAS use reasonable efforts to provide me advance notice of any such use, but such notification is not a condition to MAS releasing photographs of me for public relations purposes.

DATE: ____ / ____ / ____ Volunteer Signature: _____

Emergency Contact: _____ Phone #: _____

Relation: _____ MAS Representative Signature: _____