



PPF Use Only	
Membership Dues Paid	
Cash _____	CK# _____ CC _____
Payments by credit card are to be prepaid on PPF website, bring printed receipt to orientation.	
T-shirt Received _____	Size Needed _____
Date Attended Orientation _____	

# Volunteer Application

Please print clearly and fill out all information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

\*Email (required) \_\_\_\_\_

\*email required to communicate regularly to all of our volunteers

Date of Birth (must be 18 years old to volunteer) \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Occupation \_\_\_\_\_

Are you volunteering for school or community credit? Yes \_\_\_ No \_\_\_ How many hours needed? \_\_\_\_\_

Are you volunteering to fulfill a court-ordered community service program? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_  
(please use back of page if necessary)

Tell us which areas you are interested in volunteering, please list in order of preference 1, 2, 3, 4:

- \_\_\_ Rabbit Handling
- \_\_\_ Cat Handling
- \_\_\_ Dog Handling
- \_\_\_ Front Office (closed on Mondays)

Other areas you are interested in volunteering check all that apply:

- \_\_\_ Cleaning/Work Days
- \_\_\_ Desktop Publishing/Newsletter/Brochures
- \_\_\_ Events & Fundraising
- \_\_\_ Fostering – Cat, Dog or Rabbit
- \_\_\_ Publicity & Marketing
- \_\_\_ Writing & Journalism





Summarize your previous volunteer experience.

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### Availability for Shelter Shifts

Can you commit to a minimum of six (6) consecutive months? Yes \_\_\_\_\_ No \_\_\_\_\_

Check the shifts you are available. Please use 1, 2, 3 for your choices

Mondays 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_ (shelter is closed to the public on Mondays)

Tuesdays 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_

Wednesdays 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_ 4pm to 7pm \_\_\_\_\_

Thursdays 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_

Fridays 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_

Saturdays 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_

Sundays 12pm to 3pm \_\_\_\_\_ (only 1 shift on Sundays)

\*Each shift is 3 hours. You must stay for the full 3 hours of your shift unless you notify your department coordinator prior to your shift.

We would like to thank you in advance for your commitment for a shift at the shelter. In addition to your time at the shelter we will also call upon you from time to time to help with our special events. These events help to raise the much needed funds to support the animals in our care at the shelter. Emails are sent out regularly with details on such events. Please consider helping with these events, as your participation would be greatly appreciated!

### Person to Notify in Case of Emergency

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_



### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (print) \_\_\_\_\_

Signature

Date

### Volunteer Rights & Responsibilities

The Pet Project Foundation (PPF) is a valuable resource to the San Clemente/Dana Point Animal Shelter and to Coastal Animal Services Authority (CASA), the animals under its care, the staff, and the public. Volunteers will be accorded the rights to obtain thorough training, meaningful assignments, continued effective supervision, and be recognized for consistent work well done. In return, volunteers shall agree to perform their duties to the best of their abilities in accordance with policies, procedures, and rules of the San Clemente/Dana Point Animal Shelter, CASA, PPF, and to remain loyal to their goals. As a volunteer, you are an important asset and vital to the welfare of the animals and our continuing success as a pro-humane shelter.

### Volunteer Expectations

- Yearly membership to PPF is required
- Attend an orientation meeting and all continuing education training
- Follow the direction of shelter staff and volunteer coordinator at all times
- Learn and follow the policies of the shelter and PPF
- Perform the duties of the assigned volunteer position
- Wear volunteer tshirt, clothing appropriate to the season and your assignment (closed toe & heel shoes)
- Report accidents and bites to the shelter staff
- Interact courteously and professionally with staff, guests, and volunteers

Volunteers who fail to meet expectations will not be allowed to volunteer at the shelter. Any volunteer can be dismissed at PPF's discretion at any time.

### Our Pro-Humane Philosophy for You to Understand and Accept:

If you have any questions about this form or the agreements herein, please speak to a Volunteer Coordinator. I agree to comply with all policies and procedures during any activity that is related to the care, control, safekeeping, adoption or euthanasia of the animals. I understand and support the idea that animals held at this shelter are humanly euthanized when the animal is unduly suffering, presents a health risk to the shelter environment or is considered to be dangerous to humans or other animals. I understand that all pets are spayed or neutered before adoption. I certify that all statements made are true and complete to the best of my knowledge.

Signature

Date

If you have any questions about this form or the agreements herein, please speak to the Volunteer Coordinator.



## **Pet Project Foundation, Inc. - Release and Waiver of Liability and Indemnity Agreement**

I choose to participate in a volunteer assignment at the San Clemente/Dana Point Animal Shelter (aka Coastal Animal Services Authority aka CASA) and Pet Project Foundation and be subject to and abide by all applicable policies and procedures governing such an assignment. I understand and agree that Pet Project Foundation and the San Clemente/Dana Point Animal Shelter (CASA General Manager) may end my assignment at any time without advance notice or right of appeal. I am aware of and accept the fact that this volunteer assignment may present physical risks, including risks that could lead to severe bodily harm and/or injury, including death. I fully understand that the behavior of animals can be unpredictable and animals are capable of inflicting property damage as well as serious physical injury or death. The San Clemente/Dana Point Animal shelter environment may also carry personal risks of zoonotic disease and a variety of other diseases and/or infections. I hereby agree to indemnify, defend and hold harmless the Cities of San Clemente, City of Dana Point, the Joint Powers of Authority of the Coastal Animal Services Authority, Pet Project Foundation, its officers, agents and employees against any and all claims, liabilities, and losses relating to any type of personal injury and/or death, economic loss, and/or property damage arising out of my participation in a volunteer assignment at San Clemente/Dana Point Animal shelter whether known or unknown at the time of signing this agreement, and such waiver applies to my heirs, next of kin, or any other person or persons who have or claim to have interest in my person. I agree to assume all risks for any injury, death, damage, loss or expense, to my person and/or property, arising out of my participation as a Pet Project Foundation volunteer.

I agree to provide proof of comprehensive vehicle insurance should I volunteer to use my personal vehicle while performing volunteer services. Additionally, I agree to only operate a vehicle with a current, valid, California driver's license in my possession at the time of operating a vehicle.

My signature below represents that I understand the nature and risks of the volunteer activities associated with the San Clemente/Dana Point Animal Shelter and Pet Project Foundation and that I have read, understand, accept, and agree with all of the terms and conditions of this agreement.

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Signature

Date

This form must be signed and dated prior to volunteer beginning active status as a shelter volunteer. It must be presented to the Volunteer Coordinator.



Please return completed application to the San Clemente/Dana Point Animal Shelter via in person or mail.

**Mailing Address:**

San Clemente/Dana Point Animal Shelter  
Attn: Volunteer Coordinator  
PO Box 5678  
San Clemente, CA 92672

**Physical Address and Phone Number:**

San Clemente/Dana Point Animal Shelter  
221 Avenida Fabricante  
San Clemente, CA 92672  
Phone: 949-492-1617

**PPF Contact Information:**

email: [info@petprojectfoundation.org](mailto:info@petprojectfoundation.org)  
Website: [www.petprojectfoundation.org](http://www.petprojectfoundation.org)  
PPF Phone Number: 949-595-8899

Our Volunteer Coordinator will call you within 1 to 4 weeks after receipt of your application to conduct a phone interview and schedule an orientation meeting with you.

**Shelter Hours:**

Monday – closed to the public  
Tuesday – 10am to 4pm  
Wednesday – 10am to 7pm  
Thursday – 10am to 4pm  
Saturday – 10am to 4pm  
Sunday – 10am to 4pm



## Membership Dues Form – New Volunteer

Please print clearly and fill out all information.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

### Annual Dues - Please Circle One

Individual - \$35.00

Family - \$50.00

Senior (65+) - \$25.00

Business - \$100.00

### How Paid – Please Circle One

Cash

Check – Made payable to PPF

\*Credit Card

\*(bring printed receipt from  
payment on PPF website)

Lost and abandoned animals have a second chance at a good life, thanks to Pet Project Foundation (PPF) and the San Clemente-Dana Point Animal Shelter. The mission of PPF is “To enhance the quality of life of all companion animals in a pro-humane manner through compassion, responsibility, education and service”. Nowhere is this mission better exemplified than through our ongoing support of the shelter. This special shelter provides food, housing, exercise, medical care, and love for homeless animals until they are reunited with their owners or permanent, loving homes are found. Call PPF at 949-595-8899 or visit our website at [www.petprojectfoundation.org](http://www.petprojectfoundation.org)

\_\_\_ I would like to vote on board elections, special meetings, and bylaw changes.

\_\_\_ Please send me information on making a bequest, trust gift, or other ultimate gift to express my support for the animals in the care of PPF.

### PPF Use Only – How Paid, Notes, Etc.
