

PPF Use Only		
Membership Dues Paid	Cash _____	CK# _____ CC _____
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): \_\_\_\_\_

*Required to communicate regularly to all of our volunteers*

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

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

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

- \_\_\_\_ Events & Fundraising
- \_\_\_\_ Marketing/PR/Social Media
- \_\_\_\_ Fostering – Cats or Rabbits
- \_\_\_\_ Cleaning/Work Days

Date of Birth *(must be 18 yrs. 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)*



# PET PROJECT FOUNDATION

Do you have pets at home? If so, please provide the following information:

Kind of pet(s) \_\_\_\_\_

Age of pet(s) \_\_\_\_\_

### PPF Foster Program

PPF is in need for foster families for our animals. Every situation is unique and if you are interested a PPF representative will call you to discuss further.

Are you interested in fostering? *(check all that apply)*:

\_\_\_\_\_ Cats

\_\_\_\_\_ Rabbits

### Pet Project Foundation Membership

If you are selected to be a volunteer for PPF, yearly membership is required. When you attend your Volunteer Orientation, you must pay for your yearly membership at that time with either cash, check, or credit card. Your PPF membership is a renewable membership done on a yearly basis. Failure to renew your membership will revoke your opportunity to be a volunteer with PPF.

### Skills or Qualifications

Summarize special skills and qualifications (i.e., social media, photography, videographer, dog obedience, writing, web design, etc.) you have acquired from employment, previous volunteer work, or through other activities, including hobbies and sports.

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Summarize any previous volunteer experience.

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**Availability for Shelter Shifts**

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

Please mark all the shifts you are available. Highlight or \* your top 3 preferred shifts.

- Mondays** 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_ (please note, there are no office shifts on Mondays)
- Tuesdays** 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_
- Wednesdays** 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_
- Thursdays** 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_
- Fridays** 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_
- Saturdays** 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_
- Sundays** 10am to 1pm \_\_\_\_\_ 1pm to 4pm \_\_\_\_\_

\*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: \_\_\_\_\_



**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, non-slip 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:**

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.

**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:** \_\_\_\_\_



**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.



**PET PROJECT**  
FOUNDATION

Please return completed application to the PPF Volunteer Coordinator:

**Email:**

[VolunteerCoordinator@PetProjectFoundation.org](mailto:VolunteerCoordinator@PetProjectFoundation.org)

**Mailing Address:**

Pet Project Foundation  
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: [PetProjectFoundation.org](http://PetProjectFoundation.org)  
PPF Phone Number: 949-595-8899

Our Volunteer Coordinator will call you within 14 days 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 – Sunday: 10am to 4pm



# PET PROJECT FOUNDATION

TAX ID: 33-0030634

## 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

Family - \$50

Senior!(65+) - \$25

Business - \$100

### Payment:

Credit Card (VISA/MC/AMEX/DISC)

Check - Made payable to PPF

Cash

Card #: \_\_\_\_\_

Exp: \_\_\_\_\_ CVV: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

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

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 support of the San Clemente-Dana Point Animal Shelter. PPF's support of the shelter ensures that all of the lost and abandoned animals of San Clemente & Dana Point have nutritious food, a warm place to sleep, volunteers to exercise and socialize them, and lifesaving medical care/ treatment while they wait to be reunited with their owners, or until a permanent loving home is found.

Learn more about PPF by visiting [PetProjectFoundation.org](http://PetProjectFoundation.org).

\_\_\_\_\_ I'm interested in joining the "Loyal Companion" donor group, and would like to make a monthly donation to PPF. Please send me more information.

\_\_\_\_\_ 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.