



Volunteer Form

Date Application Submitted: _____

Orientation Date: _____

Approved by: (after orientation) _____

Date Started: _____

Trained by: _____

Day(s): Scheduled _____

Please PRINT all information legibly

Name: _____ **DOB:** ____/____/____

must give year if under 18

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Home Phone:** (____) _____

Work Phone: (____) _____ **Pager/Mobile:** (____) _____

E-mail address: _____

In case of an emergency please contact _____

at (____) _____ ext _____ Relationship _____

Availability	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8:30-12:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening 5:30- 7:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Availability	Saturday	Sunday
Morning Only 8:30-12:00	<input type="checkbox"/>	<input type="checkbox"/>

Please let us know which area (s) you are interested in volunteering for:

Feeding & Cleaning-Adoption and Boutique Area

Distribute food, clean cages and litter boxes, do laundry/dishes

Fund Raising Events

Help organize or promote fundraising events

Booths at craft shows

Assist with mailing and hanging up flyers

Holding or assisting at garage sales

Making crafts

Adoptions (You must complete training)

Assisting at the adoption center

Assisting at pet store, theater, etc.

Miscellaneous duties

Assisting with repairs or maintenance of adoption center

Providing a foster home

Be willing to take in pregnant cats and housing them until babies are 8-10 weeks of age

Take care of under aged kittens and keeping them until 8-10 weeks of age

Take care of cats/kittens with upper respiratory conditions or other ailments until such time as they are well

Taking care of cats/kittens who are leukemia positive until they can find a permanent home

Assisting with the recycling program

Picking up and taking cans to recycling center

Cozy Cat Cottage Adoption Center
Volunteer Agreement

Requirements of volunteers:

- 1) Be at least 14 years of age to be a volunteer.
- 2) Six month commitment is required.
- 3) Report to Cozy Cat Cottage on time for pledged hours.
- 4) For following week sign name on volunteer calendar.
- 5) Use the proper phone-in procedure for absences (see below).
- 6) Work with other volunteers until the work is completed.
- 7) Accept the risk of volunteering (i.e., animal bites or scratches).
- 8) Never be short tempered or unkind to the animals.
- 9) Do not bring guests that are not on the approved volunteer list.

Volunteer Training Program:

Cozy Cat Cottage will provide training to all volunteers. You are required to attend one orientation before becoming a volunteer. Monthly orientations are held on the first and third Monday evening 6:00 to 7:00 and on the third and fourth Saturday mornings 10:00 to 11:00. After you have went through orientation you will be trained by a lead volunteer.

Phone In Procedure:

- 1) Provide a minimum of 24 hours (when possible) notice of your expected absence.
- 2) Call 614-336-8510 to confirm your absence

NOTE: Failing to show up without a call or continued calls offs will constitute an automatic resignation from the volunteer program. (failure to show affects the care of our feline residents)

Pledge to the animals:

I understand that my time as a volunteer is a commitment to the animals at Cozy Cat Cottage. I understand that the animals depend upon volunteers for food, water and affection. I accept the responsibilities associated with being a volunteer.

Volunteer (first and last name)

Date

**Cozy Cat Cottage
Adoption Center**

VOLUNTEER RISK RELEASE FORM

I the undersigned declare that I am a voluntary participant in the Cozy Cat Cottage volunteer program and hereby waive and relinquish all rights to hold Cozy Cat Cottage and its staff liable for any injury or disability. This waiver is valid for as long as the undersigned is a volunteer at Cozy Cat Cottage Adoption Center or at any of our outside events.

Volunteer's Name (Please Print)

Volunteer's Signature

Date

Parent/Guardian for Volunteer under 18 years of age

Date

I request Cozy Cat Cottage to use my e mail for official Cozy Cat information only. These e mails will be such as updates on where volunteer help is needed, special events, foster homes, information on adoptions for the month and etc. Yes (strictly CCC)

Please circle here if you only want CCC information

It is ok to use my email for individuals to post lost or found cats and dogs. These emails go out to many people and are not part of CCC's data base. CCC does not assume any responsibility.

Yes (outside of CCC)