

WELCOME TO ANIMALS FOR AWARENESS



This Volunteer Packet Has Been Created For:

Name of Applicant

on

Date

****Please take the time to read thru this packet as soon as possible. Some forms will require your signature or the signature of your legal guardian. Those forms should be signed and returned to an AFA representative prior to the start of your volunteer program on _____.**

****If you have any questions or concerns, we'll do our best to address them. We encourage you to ask questions, as this is the most effective way to learn about AFA and the animals here!**





VOLUNTEER APPLICATION AND INFORMATION

Congratulations on your decision to pursue volunteer opportunities with Animals for Awareness “AFA”. Volunteering can be an awesome and rewarding experience!! Before completing the volunteer application, please read the following general volunteer requirements and familiarize yourself with AFA’s opportunities. This will help you to better understand where you may fit in a volunteer capacity.

For potential volunteers under the age of 18, we require that you also have a parent or guardian read this information before proceeding.

WHO WE ARE:

Our mission: Protection through Education!

Animals for Awareness “AFA” is a very small, modest 501(c)(3) non-profit organization currently run out of Palos Park. We are a no-kill educational facility and have 2 vets on call for 24 hr care. We are licensed and inspected by the USDA (33-C-0030). Additionally, we are state and federally licensed to rehabilitate native wild animals for release, including deer and protected birds and raptors. Most “non-rehab” animals are housed permanently or relocated to a similar facility for lifelong care. Others (domestic only) are awaiting adoptive homes.

While we do a lot of rescue work, rescues are limited due to space and cage availability. Although AFA is viewed by the public as being a rescue operation, its focus is equally geared towards education. Where might the AFA animals come from? Zoo referrals, veterinarians, animal control agencies, other shelters, stray/abandoned, owner give-ups, pet shops, and a variety of other avenues. Some animals even come from other states or even from across the country. But not all of the animals at AFA come to us in need. A very small percentage has been acquired by AFA to specifically serve as animal ambassadors in outreach programs.

AFA Animals accompany us to schools, scouting functions and other events to help educate program participants. Our areas of focus include, but aren’t limited to:

1. Thinking before buying!
2. What animals make good pets and why.
3. What animals don't make good pets and why.
4. Legalities of owning certain animals in Illinois.
5. Safety and health issues – people and animals.
6. Conservation and preservation.
7. Stray and wild animal safety tips.
8. Responsibilities of being a pet owner.
9. Commitment to lifelong care.
10. Myths and misconceptions.
11. Aspects of basic husbandry.
12. Individual species information.
13. Careers working with animals.
14. Pet therapy.
15. Providing resources to help animals and animal owners in need.

AFA is an animal welfare organization. AFA is not an animal rights organization. While we generally agree that most wild and exotic animals do not belong in most homes, we maintain the belief that there exists a small population of individuals that can properly care for these animals. AFA does not believe in blanket banning of exotic and wild animals, certain breeds or animal ownership. We believe that bans are counterproductive and cause more harm to animals and pose an even greater threat to the public by sending people and animals “under ground”. We do, however, support the creation and maintenance of reasonable, well thought out regulations that protect the rights and safety of both the public and also the individual animal owner.

AFA's goal is to educate - to talk most people out of getting exotics and to further educate the few who are willing and capable of housing an exotic properly, safely, legally and responsibly.

AFA houses both domestic and exotic animals (including snakes, tarantulas and scorpions!). Some of these animals have a higher potential for being aggressive. Only experienced volunteers are allowed to work with these animals or any animal with a history of being aggressive. Also, there are certain animals, which no volunteers are allowed to work with. Anything with a mouth can bite. Anything with claws can scratch. The safety of volunteers comes first, then the safety of the animals.

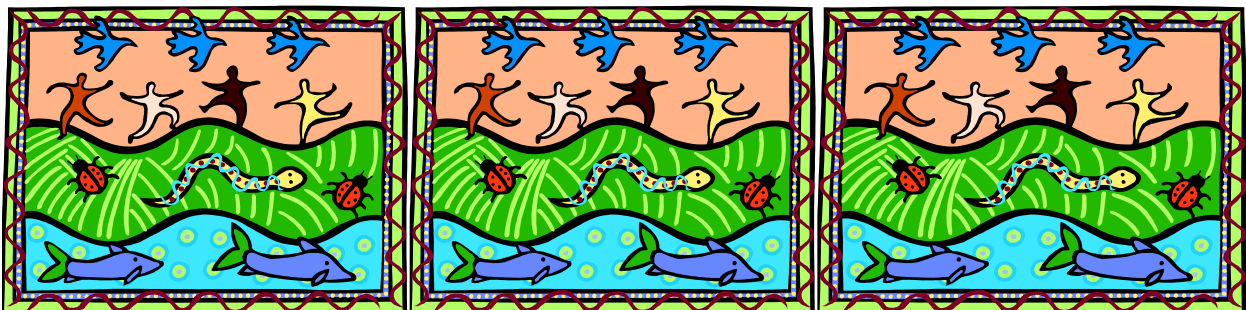


WHAT OUR VOLUNTEERS DO:

Volunteers can do many things. It's all up to you!

- Clean cages - the #1 task!!! (a very dirty job sometimes!)
- Feed and water animals (usually done with #1)
- Prepare meals and diets
- Develop enrichment programs
- Research projects
- Research animal care
- General cleaning of animal areas
- Help with cage construction
- Assist at educational programs and adoption days
- Grocery shop
- Donation pick-ups
- Rescue pick-ups
- Collection can placements and pick-ups
- Posting flyers for educational programs
- Design brochures, booth set-ups and other AFA materials
- Run a critter to the vet or picking one up
- Foster a sick animal that needs extra care until it's recovered
- Assist with educational programs - offsite, usually
- Mentor a fledgling volunteer
- Website and graphics design
- Fundraising
- Grounds maintenance and upkeep
- Facility beautification (design, implement, artwork, etc...)
- Landscaping
- Handyman work i.e., plumbing, electrical, carpentry
- Anything else that comes up 😊

Volunteers are essential to our organization (and our sanity). Volunteers are our angels!! Volunteers become part of the AFA family. They allow us to take the greatly needed breaks and take care of the things that get left by the wayside when we're consumed with animals 24/7!



WHAT'S IN IT FOR YOU or WHY VOLUNTEER AT ALL?

- Hands-on animal experience
- Genuine satisfaction
- Enjoy the company of many wonderful animals
- Be the envy of your friends
- Enjoy a sense of belonging
- Have some fun!
- Make a difference
- Find purpose
- Fulfill a passion
- Enjoy a meaningful conversation with a furry friend
- Share your own skills and ideas
- Feel involved
- Contribute to a cause that you care about
- Use your skills in a productive way
- Develop new skills
- Overcome a loss or sadness
- Explore new areas of interest
- Meet good people
- Impress your friends and family
- Impress yourself
- Impress us 😊
- Expand your horizons
- Get out of the house
- Make new friends
- Strengthen your resume
- Feel better about yourself
- Enjoy personal growth
- Beat boredom
- Make the world a better place
- Keep yourself busy
- Impress your Academic Adviser
- Gain some independence
- Learn how to be a part of a team
- Meet volunteer hour requirements for school or church
- Work on strengths and weaknesses
- Get to know your own self better
- Make you feel needed (you are!)
- Help you deal with personal issues
- Build self-esteem
- Build good character traits such as reliability, responsibility, and resolve
- Gain a new perspective on life



Your reasons for volunteering are as individual as you are, but no matter what your reasons you can get a lot out of volunteering. You can learn about yourself, learn about others and meet a lot of interesting people by volunteering. You can help others as you help yourself. Volunteering can be extremely rewarding!! It can be fun!! It can also be frustrating, boring and downright disgusting.

Because we put a lot of time into training volunteers and we rely on your support, we request that you take the time to really think about volunteering. Training a volunteer can be tedious. It sometimes takes a little away from the animals until you're up and going. When we get a good consistent volunteer, our efforts have paid off! We get many people in who are gung ho until they realize how much work it is to clean cages. It's also boring and monotonous at times! Then they stop coming and the work we put into training them was for nothing. Everything backs up.

Please take a moment to think about the time you have to volunteer and see if you're really ready to make a commitment. New volunteers are required to come when seasoned volunteers are scheduled so that they can shadow them. They're a lot of fun!

As volunteers become more consistent, reliable and trained they have the option of coming at other times as long as someone's home. If you can commit to a flexible, but basic "schedule" of some sort, such as weekly, monthly (third Sunday of the month, every full moon, or whatever), then keep reading. For the non-routine volunteer work, a schedule is less critical.

In order to be considered for volunteer work:

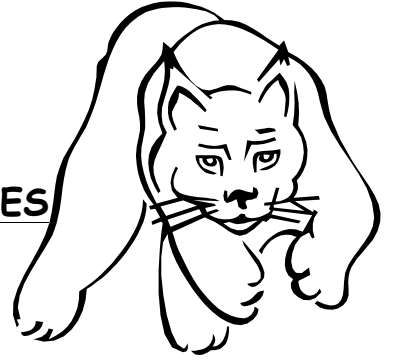
1. You must be at least 18 years old or have a written permission from a parent or guardian. (No one under 14 is allowed to volunteer without parental supervision or an adult "sponsor" at all times while on the premises. This means mom or dad works too ☺ or at least carries a broom around and pretends)
2. You must complete, sign and turn in the "Volunteer Application".
3. You (and a parent/guardian if applicable) must attend a brief volunteer orientation.
4. You (and a parent/guardian if applicable) are required to read and sign the "Hold Harmless" release form before beginning volunteer work.

5. You must be current on your tetanus shot.
6. You must not be seriously allergic to animals, animal dander, or pet bedding or have severe asthma. (Exceptions may be made for those individuals who can safely control it with medication, i.e. inhaler, allergy pills, etc.)
7. You must not be severely phobic of any animal you'll be working with or around.....not liking them is ok, but not being able to walk past the cage is not.
8. You must be drug free and sober.
9. You must love being around animals and enjoy all aspects of working with them.
10. You must be reliable, loyal, consistent, trustworthy, and levelheaded.
11. You must not be afraid to get dirty. Liking dirt is a bonus!
12. You must be willing to work hard.
13. You must be willing to learn.
14. You must be able to work independently as time progresses.
15. You must be able to squat, bend, twist, lift, and/or stand for long periods when working directly with the animals.
16. You must be able to commit to a schedule.
17. You must also be flexible on schedule and tasks when necessary.

Finallywe are an animal welfare organization, not an animal rights organization. If the thought of an animal in a cage (albeit healthy, happy and well-fed) makes your stomach turn, you probably won't like volunteer work. Let us know up front!

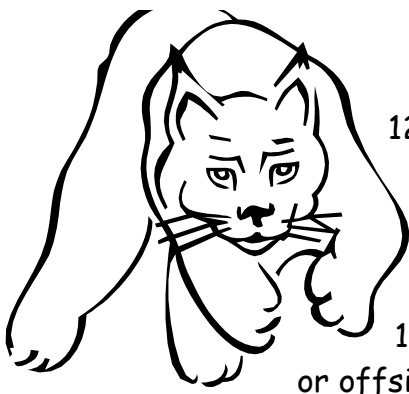


**ANIMALS FOR AWARENESS ("AFA")
VOLUNTEER
RULES OF CONDUCT & RESPONSIBILITIES**



Because your safety and the safety of the animals are our main priorities, the following rules apply to ALL volunteers, guests, and staff while on the property. Each person is responsible to abide by and enforce these rules.

1. No animal abuse of any kind will be tolerated (this includes teasing). This is grounds for dismissal.
2. No person shall enter any cage without having a completed "Release & Hold Harmless Agreement on file. Absolutely no exceptions.
3. No part of your person shall come within three feet of any cage that is marked DANGER. Exceptions to this are volunteers who are trained and authorized to have close contact.
4. Every effort must be made to remain at eye level with or higher than an animal. Additionally, every effort must be made to not turn his or her back on any animal.
5. No heavy perfumes, colognes, hairsprays, or other scented items should be worn when entering any cage or enclosure.
6. For your own safety, no articles of clothing made from natural animal products (wool, leather...) shall be worn when entering any cage or enclosure.
7. No person entering a cage or enclosure shall be adorned in large bright objects, i.e., large shiny barrettes, pins, or other jewelry. Jewelry of any kind is strongly discouraged.
8. No person shall smoke in or around any cage or enclosure.
9. All persons entering a cage or enclosure must be dressed in long pants and must be wearing a shirt. NO sandals or flip flops. NO halter tops. Sleeveless shirts are also discouraged.
10. Any person visibly injured or feeling slightly under the weather shall not enter any cage or enclosure.
11. No animal shall ever be removed from its cage or enclosure without the expressed consent of the Director or Volunteer Coordinator.



12. No food or toys shall be offered to any animal without prior approval from the Director or Volunteer Coordinator.

13. Absolutely no drugs are allowed on the property at any time.

14. All volunteers are to be 100% clean and sober when on the property or offsite working with AFA animals.

15. No person shall enter the premises for 8 hours after having consumed any alcoholic beverage or mind-altering drugs or medications.

16. Any person believed to be impaired due to alcohol or legally prescribed drugs will be asked to leave the property for the day. All volunteers are required to report violations to the attention of the Director or Volunteer Coordinator on duty immediately. Example: Alcohol on breath, irrational behavior.

17. Under no circumstances is any person to run or horseplay on the property.

18. AFA is not open to the public with the exception of volunteers who are feeding, cleaning, or giving friends or family a pre-approved tour of the facility.

19. All litter shall be deposited in trashcans; this includes, but is not limited to, cigarette butts, pop cans, cups, and food items (wrappers, bags, cans, etc)

20. If you have been entrusted with cage keys, do not share them with any one. Volunteers having the keys also have the responsibility of making sure cages and animals are secured before leaving.

21. All volunteers are required to clean up and put away tools after working on a project. Do not walk away until all of your tools and excess materials have been put away and debris disposed of.

22. While you are on the property, or at an offsite event, you are representing AFA. Please dress appropriately and do not use any foul or offensive language.

23. All volunteers are expected to be respectful of and courteous to each other.

24. **ASK IF YOU DON'T KNOW.** If you don't know the answer to a question asked of you, please do not make one up. Tell the person that you will find out for them and then do so. Bad information is worse than none at all and your words are a reflection of our mission.

25. If a rule is broken you will receive a warning. Three warnings will result in a review of your work with AFA. AFA reserves the right to dismiss a volunteer without notice if it is determined that the safety of self, the animals and/or the public is jeopardized by the volunteer's actions.



26. AFA reserves the right to dismiss a volunteer without notice if it is determined that the act(s) of the volunteer reflects poorly upon AFA or is deemed counterproductive to its Mission and Goals.

27. NO firearms or weapons are allowed on the premises at any time. The only exceptions to this are AFA-approved capture/restraint devices.

28. All volunteers are expected to report scratches, bites or other injuries sustained while on the premises as soon as possible.

29. No animal is to be left unattended outside of its normal cage or in an unsecured cage.

30. No animal is to be removed or released from a cage without prior consent from the Director or Volunteer Coordinator.

31. Every volunteer is responsible for recognizing unusual behavior from an animal and reporting it to the Director or Volunteer Coordinator regardless of how slight it appears or how unsure you are. Better safe than sorry!! Might include: Inactivity, loss of appetite, change in stool, rapid weight loss or gain, injury, lameness, loss of fur, lumps, unusual aggression, or unusual passiveness. YOU are AFA's eyes and ears.

All volunteers are responsible for adhering to the above rules. Any infraction of the above rules needs to be brought to the offender's attention immediately for correction. The Director or Volunteer Coordinator is also to be notified.

I have read the above and understood all of these rules and procedures. I agree to abide and enforce these rules.

Signature/Date: _____

Print Name: _____

Witness/Date: _____

Print Name: _____

Tell your tour guide you are interested in volunteering and give them your above information. You will be strongly encouraged to purchase an AFA shirt for \$25.00 before you begin your volunteer work. This will also be worn at offsite functions.

VOLUNTEER COPY

**ANIMALS FOR AWARENESS (“AFA”)
VOLUNTEER
WAIVER AND INDEMNITY RELEASE AGREEMENT**

Please read and be certain you understand the implications of signing.

I _____ affirm and acknowledge that I am fully informed of the inherent risks and hazards associated with volunteer duties at a site where exotic and other animals habitat.

I understand that no compensation will be paid to me except to reimburse me for expenses incurred for and approved by AFA.

I understand that in the event of an accident, I may need to call upon the services of a medical professional or emergency service at my own expense.

I understand that I am responsible for my own safety and well being in my capacity as an AFA volunteer both on AFA’s premises and off.

Despite the potential hazards and dangers associated with the care of exotic and other animals, I wish to proceed, and I freely accept and expressly assume all risks, dangers and hazards that may arise from volunteering at AFA, which could result in personal injury to me, loss of my life and or property damage.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT:

In consideration of being allowed to volunteer at AFA, and to use any of the facilities or equipment of AFA and the below listed Releasees, I agree:

1. To completely release, relinquish, waive and forever discharge any and all claims, demands, damages, causes of action and claims for relief, whether known or unknown, which I have or may have in the future against AFA, its directors, board members, representatives, agents, and volunteers, either individually or collectively, and their successors, assigns, officers and directors (“Releasees”).
2. That volunteering with AFA has inherent risks, hazards, and dangers that cannot be eliminated. **I UNDERSTAND THAT THESE RISKS, HAZARDS, AND DANGERS INCLUDE, WITHOUT LIMITATION:**
 - a) Severe injuries to me including, but not limited to bites, scratches and other injuries caused by the animals that inhabit AFA.
 - b) Risks associated with routine and other activities related to my AFA duties.
 - c) Risks associated with my AFA duties offsite in activities related to AFA (including educational programs and other duties required in the normal course for AFA).
 - d) An animal’s propensity to behave in ways that may result in injury, harm, or death to persons around them;
 - e) An animal's unpredictable reaction to such things as sounds, sudden movement and unfamiliar objects, persons, or other animals;
 - f) The potential of another volunteer or Releasee to act in a negligent or reckless manner which may contribute to injury to himself/herself or others (such as failing to maintain control over an animal);
 - g) Injuries sustained by me while grooming, bathing, clipping nails, assisting with vaccinating and worming animals, treating wounds and injuries, changing wound dressings, giving medication or other activities associated with the immediate care or physical maintenance of AFA animals.
 - h) Illness or disease contracted by me through the handling of raw meat or any food items used for feeding animals (including rodents (live or frozen), produce, dairy, manufactured animal foods, hay and the like).
 - i) Illness, disease (including but not limited to: scabies, salmonella, ringworm, pasteurilla, rabies, intestinal parasites, tularemia, dermatosphytosis, and or psittacosis), or injury contracted by me from handling a carrier animal;
3. By entering into this agreement, I am not relying on any oral or written representation or statements made by the Releasees other than what is set forth in this Agreement. I further agree that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois, United States of America.

4. If any provision of this Agreement is found to be unenforceable or invalid, that provision shall be severed from this Agreement. The remainder of this Agreement will then be construed as though the unenforceable provision had never been contained in this Agreement.
5. I am of legal age and am competent to sign this Agreement or, if not, my parent or legal guardian has signed on my behalf and is in complete understanding and concurrence with the terms of this Agreement.

I fully understand the risks, hazards, and dangers described above and have had the opportunity to discuss them with AFA or others.

I understand that these activities may require good physical conditioning, skill, and knowledge. I believe that I have the good physical conditioning, degree of skill, and knowledge necessary for me to safely perform my AFA duties.

My participation with AFA is purely voluntary. **I AM VOLUNTEERING MY SERVICES TO AFA WITH FULL KNOWLEDGE OF THE INHERENT RISKS, HAZARDS, AND DANGERS INVOLVED AND ASSUME AND ACCEPT ANY AND ALL RISKS OF ILLNESS, INJURY OR DEATH.**

I, for myself, my heirs, successors, executors, and subrogees **KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, INDEMNIFY, AGREE NOT TO SUE AND HOLD HARMLESS AFA AND RELEASEES** from and against any and all claims, actions, causes of action, liabilities, suits, expenses (including reasonable attorneys' fees) which are related to, arise out of, or are in any way connected, either directly or indirectly, with my participation as an AFA volunteer including, but not limited to, negligence of any kind whether foreseen or unforeseen, and I **FURTHER AGREE NOT TO SUE AFA AND RELEASEES** for any damage, loss, injury, paralysis, or death to me or others or for any damage or loss to my property whether such damage, loss, injury, paralysis, or death results from negligence of AFA or from some other cause.

On occasion, AFA may photograph or videotape volunteers and/or other participants in AFA activities, on AFA premises or at AFA related events. I grant AFA the right and permission to use my name, photograph, likeness, and videos in which I appear in AFA informational, promotional, or advertising materials.

I HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND I AGREE TO BE BOUND BY IT.

Volunteer (Print Name): _____

Signature of Volunteer: _____ Date: ___/___/___

Parent Guardian (if under 18) Print Name: _____

Signature of Parent/Guardian: _____ Date: ___/___/___

Witness (Print Name): _____

Witness Signature: _____ Date: ___/___/___

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VOLUNTEER PERSONAL INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBERS: (DAY) _____ (EVE) _____

EMAIL ADDRESS: _____

VOLUNTEER COPY

APPLICATION FOR VOLUNTEERING



Name: _____

Address: _____

City/Zip: _____

Phone: _____ Alt: _____

Birth Date: _____ (must be 14 or older to be considered for volunteering)

E-mail Address: _____ Best time to contact you: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____ Relationship to you: _____

PLEASE ANSWER ALL QUESTIONS FULLY:

1. I am _____ Currently Employed _____ FT Student _____ PT Student _____ Retired
2. If employed - Occupation and employer _____
If a student – Grade level and name of school _____
3. Reason(s) for volunteering: _____ School requirement _____ Court ordered _____ Personal
4. If volunteering to meet hour requirements for school or court, please indicate how many hours are needed: _____ How many do you plan to fulfill at AFA? _____ And what is the deadline to meet those hours? _____ Do you foresee continuing after? _____

If volunteering in order to meet court appointed requirements, please describe the nature of the offense:

5. In your own words, please tell us why you want to volunteer for AFA:

6. List any special skills that would help you thrive at AFA:

7. List you specific experiences working with animals in the past of present:

8. What pets, if any, do you currently own, and how many?

9. What are your thoughts on wild and exotic animals in captivity? (be honest)

10. What do you expect to gain through volunteer work? Through volunteering with AFA?

11. What types of animal tasks do you prefer? _____Hands-on _____Hands-off

12. If you've volunteered in the past, please list when and with what organization:

13. What types of tasks are you most interested in performing (or learning)?

14. Are there specific tasks you'd prefer not to do? If so, please list and also provide explanation:

15. What personal strengths would you be bringing to AFA?

16. What personal weaknesses might hinder your performance? What do you need to work on?

17. Please list any restrictions that could affect your ability and or availability to participate in the volunteer program, including medical, physical, and scheduling limitations:

18. Are you a member of any organization, such as a rescue, environmental or other org? If so, please list them here:

19. Do you think you'd enjoy speaking with others at offsite programs? ___Yes ___No
If so, would you be interested in helping during offsite educational programs?

20. Please indicate your availability to volunteer ONSITE with AFA:

Monday	From _____ to _____	or ___Will Vary
Tuesday	From _____ to _____	or ___Will Vary
Wednesday	From _____ to _____	or ___Will Vary
Thursday	From _____ to _____	or ___Will Vary
Friday	From _____ to _____	or ___Will Vary
Saturday	From _____ to _____	or ___Will Vary
Sunday	From _____ to _____	or ___Will Vary

21. Have you ever been charged with or convicted of animal cruelty? ___Yes ___No
If so, please explain:

22. Please check the boxes that describe you (there are no wrong answers!)(optional):

<input type="checkbox"/> Punctual	<input type="checkbox"/> Always running late	<input type="checkbox"/> Usually on time	<input type="checkbox"/> Reliable
<input type="checkbox"/> Loyal	<input type="checkbox"/> Easily stressed	<input type="checkbox"/> Laid back	<input type="checkbox"/> Fast Learner
<input type="checkbox"/> Leader	<input type="checkbox"/> Follower	<input type="checkbox"/> Leader & Follower	<input type="checkbox"/> Take initiative
<input type="checkbox"/> Creative	<input type="checkbox"/> Fast paced	<input type="checkbox"/> Slow paced	<input type="checkbox"/> Smart
<input type="checkbox"/> Shy	<input type="checkbox"/> Outgoing	<input type="checkbox"/> Good public speaker	<input type="checkbox"/> Independent
<input type="checkbox"/> Easily bored	<input type="checkbox"/> Like challenge	<input type="checkbox"/> Trustworthy	<input type="checkbox"/> Honest
<input type="checkbox"/> Moody	<input type="checkbox"/> Committed	<input type="checkbox"/> Conscientious	<input type="checkbox"/> Fun
<input type="checkbox"/> Curious	<input type="checkbox"/> Ambitious	<input type="checkbox"/> Content	<input type="checkbox"/> Physically Strong
<input type="checkbox"/> Emotional	<input type="checkbox"/> Organized	<input type="checkbox"/> Goal-oriented	<input type="checkbox"/> Playful
<input type="checkbox"/> Attentive	<input type="checkbox"/> Affectionate	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Peaceful
<input type="checkbox"/> Procrastinator	<input type="checkbox"/> Sensitive	<input type="checkbox"/> In control	<input type="checkbox"/> Introverted
<input type="checkbox"/> Extroverted	<input type="checkbox"/> Pessimistic	<input type="checkbox"/> Optimistic	<input type="checkbox"/> Soft-spoken
<input type="checkbox"/> Gentle	<input type="checkbox"/> Rough around the edges	<input type="checkbox"/> Intuitive	<input type="checkbox"/> Adventurous
<input type="checkbox"/> Diligent	<input type="checkbox"/> Humorous	<input type="checkbox"/> Aggressive	<input type="checkbox"/> Passive

23. Is there anything else you think might be helpful to tell us?

By signing this application, I attest that the information provided is true and accurate to the best of my knowledge. I understand that my volunteer work may be terminated if information is found to be untruthful or misleading.

Volunteer Signature

Date

Parent/Guardian Signature (if under 18 yrs old)

Date

AFA Signature: _____

AFA Use Only:

Date of last tetanus shot: _____

Hold Harmless: _____ Received _____ Not Received

Volunteer Orientation Date: _____

Performed By: _____

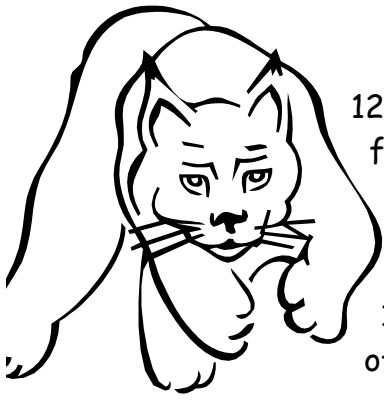
Start Date: _____

Schedule: _____

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5. No heavy perfumes, colognes, hairsprays, or other scented items should be worn when entering any cage or enclosure.
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23. All volunteers are expected to be respectful of and courteous to each other.

24. **ASK IF YOU DON'T KNOW.** If you don't know the answer to a question asked of you, please do not make one up. Tell the person that you will find out for them and then do so. Bad information is worse than none at all and your words are a reflection of our mission.

25. If a rule is broken you will receive a warning. Three warnings will result in a review of your work with AFA. AFA reserves the right to dismiss a volunteer without notice if it is determined that the safety of self, the animals and/or the public is jeopardized by the volunteer's actions.



26. AFA reserves the right to dismiss a volunteer without notice if it is determined that the act(s) of the volunteer reflects poorly upon AFA or is deemed counterproductive to its Mission and Goals.

27. NO firearms or weapons are allowed on the premises at any time. The only exceptions to this are AFA-approved capture/restraint devices.

28. All volunteers are expected to report scratches, bites or other injuries sustained while on the premises as soon as possible.

29. No animal is to be left unattended outside of its normal cage or in an unsecured cage.

30. No animal is to be removed or released from a cage without prior consent from the Director or Volunteer Coordinator.

31. Every volunteer is responsible for recognizing unusual behavior from an animal and reporting it to the Director or Volunteer Coordinator regardless of how slight it appears or how unsure you are. Better safe than sorry!! Might include: Inactivity, loss of appetite, change in stool, rapid weight loss or gain, injury, lameness, loss of fur, lumps, unusual aggression, or unusual passiveness. YOU are AFA's eyes and ears.

All volunteers are responsible for adhering to the above rules. Any infraction of the above rules needs to be brought to the offender's attention immediately for correction. The Director or Volunteer Coordinator is also to be notified.

I have read the above and understood all of these rules and procedures. I agree to abide and enforce these rules.

Signature/Date _____

Print Name _____

Witness/Date _____

Print Name _____

Please print out all of the above, fill it out and bring it with you for your initial tour. Tell your tour guide you are interested in volunteering and give them your above information. You will be strongly encouraged to purchase an AFA shirt for \$25.00 before you begin your volunteer work. This will also be worn at offsite functions.

**ANIMALS FOR AWARENESS (“AFA”)
VOLUNTEER
WAIVER AND INDEMNITY RELEASE AGREEMENT**

Please read and be certain you understand the implications of signing.

I _____ affirm and acknowledge that I am fully informed of the inherent risks and hazards associated with volunteer duties at a site where exotic and other animals habitat.

I understand that no compensation will be paid to me except to reimburse me for expenses incurred for and approved by AFA.

I understand that in the event of an accident, I may need to call upon the services of a medical professional or emergency service at my own expense.

I understand that I am responsible for my own safety and well being in my capacity as an AFA volunteer both on AFA’s premises and off.

Despite the potential hazards and dangers associated with the care of exotic and other animals, I wish to proceed, and I freely accept and expressly assume all risks, dangers and hazards that may arise from volunteering at AFA, which could result in personal injury to me, loss of my life and or property damage.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT:

In consideration of being allowed to volunteer at AFA, and to use any of the facilities or equipment of AFA and the below listed Releasees, I agree:

6. To completely release, relinquish, waive and forever discharge any and all claims, demands, damages, causes of action and claims for relief, whether known or unknown, which I have or may have in the future against AFA, its directors, board members, representatives, agents, and volunteers, either individually or collectively, and their successors, assigns, officers and directors (“Releasees”).
7. That volunteering with AFA has inherent risks, hazards, and dangers that cannot be eliminated. **I UNDERSTAND THAT THESE RISKS, HAZARDS, AND DANGERS INCLUDE, WITHOUT LIMITATION:**
 - j) Severe injuries to me including, but not limited to bites, scratches and other injuries caused by the animals that inhabit AFA.
 - k) Risks associated with routine and other activities related to my AFA duties.
 - l) Risks associated with my AFA duties offsite in activities related to AFA (including educational programs and other duties required in the normal course for AFA).
 - m) An animal’s propensity to behave in ways that may result in injury, harm, or death to persons around them;
 - n) An animal's unpredictable reaction to such things as sounds, sudden movement and unfamiliar objects, persons, or other animals;
 - o) The potential of another volunteer or Releasee to act in a negligent or reckless manner which may contribute to injury to himself/herself or others (such as failing to maintain control over an animal);
 - p) Injuries sustained by me while grooming, bathing, clipping nails, assisting with vaccinating and worming animals, treating wounds and injuries, changing wound dressings, giving medication or other activities associated with the immediate care or physical maintenance of AFA animals.
 - q) Illness or disease contracted by me through the handling of raw meat or any food items used for feeding animals (including rodents (live or frozen), produce, dairy, manufactured animal foods, hay and the like).
 - r) Illness, disease (including but not limited to: scabies, salmonella, ringworm, pasteurilla, rabies, intestinal parasites, tularemia, dermatosphytosis, and or psittacosis), or injury contracted by me from handling a carrier animal;
8. By entering into this agreement, I am not relying on any oral or written representation or statements made by the Releasees other than what is set forth in this Agreement. I further agree that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois, United States of America.

9. If any provision of this Agreement is found to be unenforceable or invalid, that provision shall be severed from this Agreement. The remainder of this Agreement will then be construed as though the unenforceable provision had never been contained in this Agreement.
10. I am of legal age and am competent to sign this Agreement or, if not, my parent or legal guardian has signed on my behalf and is in complete understanding and concurrence with the terms of this Agreement.

I fully understand the risks, hazards, and dangers described above and have had the opportunity to discuss them with AFA or others.

I understand that these activities may require good physical conditioning, skill, and knowledge. I believe that I have the good physical conditioning, degree of skill, and knowledge necessary for me to safely perform my AFA duties.

My participation with AFA is purely voluntary. **I AM VOLUNTEERING MY SERVICES TO AFA WITH FULL KNOWLEDGE OF THE INHERENT RISKS, HAZARDS, AND DANGERS INVOLVED AND ASSUME AND ACCEPT ANY AND ALL RISKS OF ILLNESS, INJURY OR DEATH.**

I, for myself, my heirs, successors, executors, and subrogees **KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, INDEMNIFY, AGREE NOT TO SUE AND HOLD HARMLESS AFA AND RELEASEES** from and against any and all claims, actions, causes of action, liabilities, suits, expenses (including reasonable attorneys' fees) which are related to, arise out of, or are in any way connected, either directly or indirectly, with my participation as an AFA volunteer including, but not limited to, negligence of any kind whether foreseen or unforeseen, and I **FURTHER AGREE NOT TO SUE AFA AND RELEASEES** for any damage, loss, injury, paralysis, or death to me or others or for any damage or loss to my property whether such damage, loss, injury, paralysis, or death results from negligence of AFA or from some other cause.

On occasion, AFA may photograph or videotape volunteers and/or other participants in AFA activities, on AFA premises or at AFA related events. I grant AFA the right and permission to use my name, photograph, likeness, and videos in which I appear in AFA informational, promotional, or advertising materials.

I HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND I AGREE TO BE BOUND BY IT.

Volunteer (Print Name): _____

Signature of Volunteer: _____ Date: ___/___/___

Parent Guardian (if under 18) Print Name: _____

Signature of Parent/Guardian: _____ Date: ___/___/___

Witness (Print Name): _____

Witness Signature: _____ Date: ___/___/___

Intentionally Blank

VOLUNTEER PERSONAL INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBERS: (DAY) _____ (EVE) _____

EMAIL ADDRESS: _____

AFA COPY