



PEACE FUR PAWS INC. VOLUNTEER APPLICATION FORM

****You must be over the age of 16 to complete this form**

PERSONAL DETAILS						
Applicant Last Name:		Applicant First Name:		Male <input type="checkbox"/> Female <input type="checkbox"/>		Date of Birth (MM/DD/YYYY)
Address:			City:		Postal Code:	
Home Phone:		Work Phone:		Fax:		Email:
Emergency Contact:		Emergency Contact Phone:		What is the best time to call you?		
Guardian Name (if applicant is under 18)				Guardian Relationship to Applicant		
Guardian Contact Address				Guardian Contact Number		
VOLUNTEER PROFILE						
Have you had a Criminal Record Check? Yes <input type="checkbox"/> No <input type="checkbox"/>		Tetanus Shot? Yes <input type="checkbox"/> No <input type="checkbox"/>		Current Occupation		
What animals have you owned, if any?			Have you volunteered before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where and in what capacity?			
Why do you want to volunteer with us?						
Please list 2 references (name and phone number):						
1.			2.			
AVAILABILITY						
What is your approximate time commitment? (number of hours, how frequent)						
What is your desired start date?						
What is your commitment period? (3 months, 6 months, 1 year, indefinite)?						
Circle the days and times you are available if you are applying to work in the shelter (you may change this at any time)						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm
VOLUNTEERING WITH THE ANIMALS: Please check all the areas of interest						
<input type="checkbox"/> Cat care <input type="checkbox"/> Cat grooming <input type="checkbox"/> Cat socializing <input type="checkbox"/> Cat/kitten socializing		<input type="checkbox"/> Kennel Cleaning <input type="checkbox"/> General cleaning and sanitizing <input type="checkbox"/> Animal pickups / drop-offs		<input type="checkbox"/> Feral cat trapping <input type="checkbox"/> Transporting animals to veterinary appointments		
VOLUNTEERING FOR THE ANIMALS: Please check all the areas of interest						
<input type="checkbox"/> Website design and updates <input type="checkbox"/> Newsletter <input type="checkbox"/> Social Media Support <input type="checkbox"/> Computer work <input type="checkbox"/> Videography <input type="checkbox"/> Marketing and Advertising		<input type="checkbox"/> Email blasts <input type="checkbox"/> Graphic design <input type="checkbox"/> Flyer / poster distributing <input type="checkbox"/> Special Events <input type="checkbox"/> Blogging		<input type="checkbox"/> Picking up supplies from stores <input type="checkbox"/> Making crafts and goods for sale <input type="checkbox"/> Sewing, crocheting, painting <input type="checkbox"/> Fundraising <input type="checkbox"/> Special Events Volunteer		

PEACE FUR PAWS INC. VOLUNTEER AGREEMENT & RELEASE

CONTACTS

Julie Chan
or

Sook-Yee Chan

info@peacefurpaws.org

BOARD OF DIRECTORS

Sook-Yee Chan

Julie Chan

Esther Chan

Office Use Only
Application Approved

Approved By: _____

In consideration of being permitted to participate in the Volunteer Programs with *Peace Fur Paws Inc.*, I, the undersigned, agree to assume all risk of loss or injury, including to myself or damage to my property while on any of the premises while participating in my volunteer work and hereby release and waive any rights of action I presently have or may in the future acquire against *Peace Fur Paws Inc.*, its founder(s), their heirs, agents, members, or volunteers for any such loss or injury even if such loss or injury is caused by the negligence or default of *Peace Fur Paws Inc.* its founder(s), their heirs, agents, members or volunteers, whether acting in the scope of employment or not.

I acknowledge that if I am working with animals, they may not be trained and that they can be unpredictable and may bite or scratch. I acknowledge *Peace Fur Paws Inc.* strongly recommends I keep current with my tetanus immunizations and there may be a risk of exposure to animals that may have rabies, and to consult my physician about any health concerns relating to working with animals. If I have any reason to suspect I am pregnant, *Peace Fur Paws Inc.* recommends I may wish to ask my physician about working with cats.

I hereby waive for my personal representatives and dependents all such claims or rights of action aforementioned that the undersigned or my personal representative and dependents ay herein have against *Peace Fur Paws Inc.*, their heirs, assigns, agents, members or volunteers.

By my signature and seal, I acknowledge that I am of the full age and that I have read this release and have voluntarily accepted it.

In consideration of being permitted to participate in the Volunteer Program of the *Peace Fur Paws Inc.*, I, the undersigned have read and abide by the *Peace Fur Paws Inc.* Code of Ethics. _____ (Initial here)

By my signature, I acknowledge that I have read in detail the document containing the guidelines and have voluntarily accepted it. If you are under 16, you must have a Guardian sign this form.

DATE: _____

APPLICANT SIGNATURE: _____

GUARDIAN SIGNATURE:
(if under 16) _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CODE OF ETHICS

The Code of Ethics was developed to bring together and organize various ORGANIZATION documents, policies and expectations concerning the ethical conduct of *Peace Fur Paws Inc.* members, volunteers and employees. As a non-profit organization, we shall give confidential advice on ethical questions to members, staff and volunteers who request it, and we shall receive complaints where members, staff or volunteers have reason to believe that a breach of the Code has occurred and can give advice. Every member must uphold and comply with these Bylaws and the Code of Ethics and an undertaking to do so shall be included in every membership application. As a condition of employment every employee also agrees to abide by the Code of Ethics. The Code of Ethics is a guide to its members, staff, and volunteers in their day-to-day work, interactions, and decision-making. *Peace Fur Paws Inc.* is committed to uphold high standards of integrity and accountability, to act according to the core values and guiding principles of the *Peace Fur Paws Inc.*

1A. Mission Statement:

The mission of Peace Fur Paws is to be advocates for animal welfare, reduce animal suffering and promote compassionate living through education, awareness and fundraising for animal rescue groups. We have a special interest in cat rescue, bear bile farming, and the cat and dog meat trade because we are affiliated with Rescue Angels and Animals Asia, but we support all animal rights, welfare and rescue organizations. Other Key Issues we focus on:

- Animals in the food industry
- Animals in entertainment industry (zoos, petting zoos, circuses, dog racing, bullfighting)
- Animals bred for sales (backyard breeding, puppy mills, cat mills)
- Animals used in products and testing of products including cosmetics and clothing
- Environmental and Habitat protection

1B. Core Values:

- Integrity: We conduct our organization with utmost honesty, transparency, and responsibility to ensure the maximum amount of resources and funds are directed towards the animals. We strive to maintain our organization with very low administrative costs so that most of our fundraised money goes towards helping animals.
- Compassion: We promote the use of green, non-animal tested, cruelty-free and fair-trade products to lead a more compassionate lifestyle and reduce animal suffering and environmental damage
- Education and Awareness: We focus on educating and bringing awareness to the public as well as our own team
- Cooperation and teamwork: We believe in working together and utilizing the skills and strengths of individuals and other groups to create stronger, and more effective strategies to help animals
- Friendliness and Understanding: We communicate with all members and members of the public with courtesy, kindness, and non-judgement

1C. Our Vision:

- To continue to build and expand our voice for the animals locally, nationally, and internationally
- To establish meaningful, constructive partnerships with other groups to help achieve our mission
- To motivate individuals to create change, no matter how small

2. Scope of the *Peace Fur Paws Inc.* Code of Conduct was developed for its members, staff and volunteers.

3. General Principles

The world is inhabited by many species sharing a common ecosystem of air, earth, and water. We recognize and value our interconnectedness with all animals. Therefore: *Peace Fur Paws Inc.* dedicated to protecting and enhancing the quality of life for the animals of the world we share. We pledge our energies to inspire and mobilize society to create a world in which animals, who depend on humans for their well-being, experience, as a minimum, five essential freedoms:

1. Freedom from hunger and thirst;
2. Freedom from pain, injury, and disease;
3. Freedom from distress;

- 4. Freedom from discomfort;
- 5. Freedom to express behaviours that promote well-being.

3.1 Guiding Beliefs and Principles

As a volunteer-based organization the following beliefs and principles guide our attitudes and actions:

3.2 PRINCIPLED BEHAVIOUR

What we do is principle-driven. We are open, honest, and transparent in our relationships with our staff, volunteers, and the public. We strive to treat each other and those we serve, including the animals, with integrity, respect, and compassionate caring.

3.3 PARTNERSHIPS

By forming partnerships and strategic alliances with those who share our respect for animals, we can accomplish more than any of us can do on our own.

3.4 LEADERSHIP

By demonstrating courage, as well as compassion, knowledge and wisdom, we exercise leadership in the protection and promotion of animal welfare.

3.5 LEARNING

We honour the need to grow and learn, using the best possible evidence to guide improvements and constantly evaluate the impact of our work.

3.6 RESPONSIBILITY

We believe that animal welfare is not solely the responsibility of organizations like the *Peace Fur Paws Inc.* It is a matter of individual and community responsibility. We are committed to working with individuals and communities, through educational and other initiatives, to promote greater responsibility for animal welfare at the community level.

3.7 ACCOUNTABILITY

We strive to be accountable in order to deserve the trust of those we serve. We measure, track, and report regularly on what we have achieved as well as on what we have not.

3.8 INTERNAL RELATIONSHIPS

We will treat each other with respect and consideration. We will communicate and consult with each other openly and collegially and in a manner that assists each of us to fulfill our duties and responsibilities faithfully and efficiently. We believe volunteers and staff plays equally important but complementary roles in implementing the mission and programs, therefore we will recognize each other's contributions and will strive to understand and respect each other's needs and abilities when working together for the benefit of *Peace Fur Paws Inc.* We undertake to ensure consultation before making decisions, which impact upon others.

3.9 CONFLICT OF INTEREST

We will avoid creating or becoming involved in situations which give rise to a conflict of interest or which may be reasonably perceived as a conflict of interest. We will disclose any conflict between our personal interests and the interests of the *Peace Fur Paws Inc.* and resolve such conflicts in a transparent manner. We will not engage in any activity or transaction, hold any position or perform any function, whether paid or unpaid, that is incompatible with or detracts from the proper performance of our duties, and that may bring the *Peace Fur Paws Inc.* into disrepute.

4.0 ATTAINING KNOWLEDGE

We will strive to attain knowledge and stay abreast of information regarding *Peace Fur Paws Inc.* policies, directives and literature relevant to our position in the *Peace Fur Paws Inc.* current "best practices" in our work.

4.1 ACCOUNTABILITY

We will be as open as possible about the decisions and actions we take while respecting and upholding confidentiality as required, will make full and fair disclosure of all relevant information to all those who have the right to know. We will be responsible stewards of the *Peace Fur Paws Inc.* assets and shall conduct its finances in such a way as to assure appropriate use of funds and accountability to donors.

4.2 COMMUNICATION AND CONFIDENTIALITY

We will strive to be effective representatives of the *Peace Fur Paws Inc.* and ensure that the Organization enjoys a good public image. We will speak on behalf of the Organization only if we have the authority to do so. We will treat information obtained through the *Peace Fur Paws Inc.* with confidentiality when its nature calls for it or when this is explicitly requested.

4.3 WHISTLE BLOWING

Peace Fur Paws Inc. is committed to achieving the highest possible standards of service to animals, staff, volunteers, the public and its Directors. In order to achieve this, it encourages staff and volunteers to report any cases of malpractice, illegal acts, or omissions, which adversely affect the Organization's provision of high quality service and care. No one who raises concerns responsibly and reasonably shall be discriminated against, disciplined or reprimanded for reporting their concerns or requesting guidance concerning bad practices or application of the Code of Conduct.

4.4 RAISING AN ISSUE

Any concerns about an interpretation, application or suspected violation of the Code that members, staff or volunteers are not comfortable raising directly with the person(s) concerned should be brought to the attention of the Board of Directors. The Board of Directors:

1. shall give confidential advice on ethical questions to members, staff and volunteers who request it, and
2. shall receive complaints where members, staff or volunteers have reason to believe that a breach of the Code has occurred and can give advice or refer the complaint to the