



VOLUNTEER APPLICATION FOR KLASSY KATS OF BUTTS COUNTY CORP

PERSONAL INFORMATION REQUIRED		
Full Name (and nickname)		
Street Address		
City, State, Zip Code		
County		
Drivers License Number and State		
Date of Birth (Must be 18 years of age)		
Phone Number(s) and Best Time to Call		
Email Address		
Name, phone number, relationship, and address for an Emergency Contact:		
Name of Personal Reference (knowledgeable about your care of pets)		
Personal Reference Phone Number		
Personal Reference Address		
Personal Reference Relationship		
Do you own a car and have current auto insurance?		
Your occupation and job title?		
VOLUNTEERING INTEREST AND EXPERIENCE		
What areas are you interested in volunteering for (please check all that apply):		
AREA OF INTEREST FOR VOLUNTEERING	CHECK IF INTERESTED	ADDITIONAL INFORMATION YOU'D LIKE TO PROVIDE REGARDING YOUR INTEREST IN THIS AREA.
Working directly with cats and kittens at the shelter (medications, grooming, cleaning, socializing).		
Transporting cats/kittens to and from medical appointments, or to other facilities (transfers). *See below regarding insurance requirements		
Paperwork or Social Media. *Check all that you have knowledge of or experience with:		
Microsoft Word		Facebook/Instagram
Microsoft Excel		Twitter
Microsoft PowerPoint		Website Design/Updates
Other Computer Products:		

List any previous experience with other non profit rescue organizations:	
Please list any medical conditions or allergies that might limit your volunteering abilities:	
Tell us about any special skills, talents or interests that you might have:	
Describe what types of experience you've had with cats and for how long.	
Do you have pets of your own? If so please list species, breed, name and age. Tell us a little bit about them!	
Are your pets spayed and neutered and current on rabies vaccines?	

PLEASE CHECK DAYS AND HOURS YOU ARE AVAILABLE TO VOLUNTEER			
DAY OF WEEK (check all available)	HOURS (available)	DAY OF WEEK (check all available)	HOURS (available)
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

VOLUNTEER AGREEMENT:

Check In Policy and Hours for Volunteering:

1. Sign in on the volunteer CAT binder, located in the side hallway near the shelter manager's office, and let one of the Staff know that you are at the shelter. Please note your arrival and departure time.
2. Please be sure to wear your Klassy Kats t-shirt while working at the shelter.
3. Volunteer hours are only during the hours that the shelter is open to the public, unless approved by shelter director and Klassy Kats board member(s).
4. Once background check has been approved by the shelter manager, all volunteers must sign and complete this volunteer application, a shelter liability release form, and receive orientation for training in safe animal handling procedures prior to volunteering alone at the shelter.

While Volunteering Standards at the Shelter:

1. Please remember we are volunteers at the shelter. Any concerns or issues regarding staff, trustees, or other volunteers, please speak with a board member of Klassy Kats directly. We are allowed to volunteer at the shelter, and need to conduct ourselves accordingly.
2. In the event of an emergency please remain calm, and call for Staff or other volunteers for assistance.
3. Report any and all injuries to Staff, and Klassy Kats board members immediately, no matter how serious the injury.
4. Under no circumstances are children under the age of 18 to be left alone with any animals in the shelter.
5. Wear sensible clothes and shoes. Please wear the provided Klassy Kats T-shirt, along with other conservative clothing as we are working with the Public, and Trustees (inmates). Refrain from dangling jewelry that may get caught, tangled, or present a safety hazard. There are no tank tops, halter tops, short skirts or pants allowed at the shelter, and we have been asked not to wear tight fitting or revealing clothing of any kind.
6. Please keep texting and talking on phone to a minimum while working with the cats, as they love and need your attention while at the shelter. All cell phones and keys must be kept with you, and may not be shared with trustees at any time. All purses and personal items should be locked safely inside your car while volunteering at the shelter.
7. No pictures may taken with trustees in them at any time, including those with cats. No information including pictures, names or any other information pertaining to the shelter's trustees may be shared to anyone outside of the shelter, or on social media in any capacity.

Caring for the cats and kittens at the shelter:

1. Ensure that all doors are closed behind you so that cats are contained in the current space that they are in. Be aware of your surroundings as doors quickly open and close all over the shelter.
2. Do not move cats from current location unless it is an emergency, for temporary purposes while cleaning, and approved by Klassy Kats board member. There are reasons that cats are in specific rooms at the shelter (vetting, intake/stray hold, etc.).
3. Ensure that all metal cages, and tower doors are secured with cat inside before stepping away from them or leaving the room.
4. Don't move cats out of their current area unless secured in a carrier, especially when exiting the building, or going through dog areas or the lobby at any time and only as approved by Klassy Kat board members.
5. Cats being adopted may not leave their current area, or the building, unless in a secure carrier of some sort. If new owners did not bring a carrier, they must purchase one from Klassy Kats, and place the cat inside before leaving the space they are in.
6. Cats are not to leave the building for fostering, or adoption, unless approved by a Klassy Kats board member, and you are an approved foster or adopter for Klassy Kats.
7. If you are not comfortable handling a cat, please do not remove it from it's cage or tower.
8. Do not feed, change litter, or interact, open cages, or try to move any cats in cages or towers that are designated as Klassy Kats Board of Staff Only to be handled. If there is a sheet over the cage or tower, please do not remove.
9. If you have any concerns or issues regarding a cat or kitten, please call a Klassy Kat board member immediately. If it is an emergency, please notify staff as well.

10. Cats that are on medicines are all listed on the white board in the Klassy Kats office, and are additionally maintained in a medical log book. If giving medicine, please ensure the date is crossed off once medicine is administered.
11. Concerns regarding any medical concerns, poop, or eating/drinking issues should be communicated to a Klassy Kat board member as soon as possible.

Cleaning cages, towers, and litter boxes:

1. When cleaning cages, please use clean towels or rags, and cleaning supplies on shelves in big bay or near cat food locations. Cages should always be disinfected/wiped down with either a Clorox or Otoban solution. There is generally already cleaning solution in red bucket on the shelves. Additional supplies are in the big bay.
2. When cleaning litter boxes, please do not dump entire litter boxes of cat litter unless absolutely necessary. Litter boxes can be scooped with a CLEAN litter box scoop. Do not use litter scoops between multiple cats in cages. Always use a clean (disinfected litter scoop for each cat, with the exception of the community litter boxes in the free roaming rooms).
3. If you need to place a cat in another cage, or in a carrier while cleaning their current cage or tower, please be sure to disinfect the transfer cage/carrier in between each cat.
4. Be sure to clean tops, sides, back, and doors of cages or towers if moving or relocating a cat to another to minimize transmission of bacteria. Cats should remain/be returned to current space if at all possible.
5. Cats should be put back in cage they came out of when at all possible, but if moved ensure that cage card is moved along with the correct cat. Some cats are pulling tags off their cages, and trustees keep them on the water fountain in the cat room. If a card is missing, let Stephanie know so that she can make a new one.
6. If a litter box needs to be cleaned, please dump all litter in trashcan and place dirty litter box in dog room near hoses (fill with water and bleach for soaking when at all possible). Do not leave dirty litter boxes on the floor for others to clean or clutter the room.
7. Use size appropriate litter boxes in cages.... The smallest ones in the smallest cages when at all possible.
8. Use one scoop of clean litter from big barrel whenever possible in order to conserve litter, unless multiple cats in one cage and more seems necessary.
9. Remove and replace soiled towels as needed. Shake them free of litter when possible before taking to big bay for washing.
10. Once all cages are cleaned, use the broom and dust pan in each room to sweep up any loose debris. Mop up any excess water that spills.
11. Toys. All toys should be disinfected before given to another cat. All cats should have at least one toy in their cage/tower (depending on number of cats in a cage/tower). Clean toys can be placed in bin located by cleaning and water supplies on shelf by cat food.
12. Wash hands thoroughly when moving from one cat area to another (especially when handling kittens or suspect illness), or wear disposable gloves if necessary to prevent transmission of bacteria.

Food and water replenishment:

1. Ensure that cats have clean water and water in their bowls.
2. Use water in green or red watering cans near cat food shelves. Trustees ensure that the water has been mixed with proper amounts of Lysine in the mornings, so just refresh bowls with plain, clean drinking water.
3. All food and water bowls should be secured inside stainless steel cages when possible. Stainless steel bowls may be used and set on floor of cages when giving wet food.
4. Kittens should always have at least dry kitten chow, and adults regular dry cat chow unless special food is otherwise indicated on a cage tag. Use clean scoop in large food bucket to fill bowls. Do not dip used bowl into large food container to refill food.

By signing below, I have thoroughly read and agree with this conduct policy, volunteering standards, and the care of animals requirements while volunteering at Butts County Animal Control on behalf of Klassy Kats of Butts County, or while performing other volunteer duties for Klassy Kats of Butts County. I am aware that the animals here are mostly strays and have no history of medical conditions, and enter into this agreement freely with the knowledge of the dangers and hazards in handling unknown animals. I further agree by signing below, that information provided to me (such as, but not limited to data or media entry for Klassy Kats) is to be used for the sole purpose of assisting Klassy Kats in updating media platforms, and clerical duties. I will not share Klassy Kats of Butts County information with other entities without the written permission of Klassy Kats of Butts County. Lastly I release all involved entities from any liability and hold harmless Butts County and Klassy Kats of Butts County form any and all actions and liability.

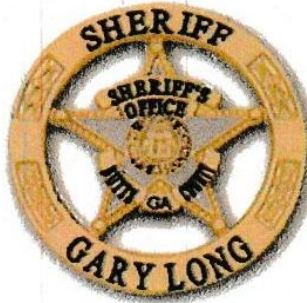
_____ Signature	_____ Date	_____ Printed Name	_____ Time
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BUTTS COUNTY SHERIFF'S OFFICE

GARY LONG, SHERIFF

ARTHUR WHITE, CHIEF DEPUTY

835 ERNEST BILES DRIVE
JACKSON, GA 30233
PHONE 770-775-8216
FAX 770-775-8236



MAJOR M BROCE
FIELD OPERATIONS

MAJOR J NIX
SPECIAL OPERATIONS

LT SHAWN SOUTHERLAN
JAIL OPERATIONS

DISCLAIMER AND RELEASE OF LIABILITY

Disclaimer:

Butts County Animal Control and/ or agents do not have in-depth knowledge of any animals' temperament before it's arrival to the animal control facility. Animals taken in by the facility and its agents are often times stressed and fearful; at times they may be recovering from abuse, injury or medical issues.

All animals can be unpredictable and capable of causing harm.

Butts County Animal Control requires that all association or contact with animals at the facility be conducted with caution and full awareness of the risks involved with volunteering.

Release of Liability:

-With the understanding that there will be direct contact with rescued animals, I acknowledge that caution will be exercised at all times.

-Further acknowledging and agreeing that the behavior of animals is at times unpredictable and that the animals themselves are capable of causing damage or harm to a person. Knowing the before stated risks of handling the animals, I agree to assume those risks and to release, indemnify, and hold harmless Butts County Sheriff's Office, Butts County Animal Control, Butts County Board of Commissioners, Butts Mutts, Klassy Kats of Butts County and/or any of it's Officer's, Director's, Employees, Volunteers, Agents or Contractors, for any and all personal injury and/or damage resulting from any volunteer, foster or handling work that is performed at the Butts County Animal Control Facility.

-I have no knowledge of any medical or other condition that would prohibit or prevent me from providing volunteer, foster or animal handling or other duties while at Butts County Animal Control.

Name

Date

Signature

**Georgia Bureau of Investigation
Georgia Crim Information Center**

Consent Form

I hereby consent for Butts County Sheriff's Office, Animal Control Division, to receive any Georgia or 111 criminal history information pertaining to me, as authorized under state and federal law for individuals seeking a volunteer opportunity with Butts Count Animal Control.

Full Name (PRINT)

Full Address (Including street, city, state, and zip code - PRINT)

Sex

Race

Date of Birth (PRINT)

Social Security Number

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Volunteer provisions – check below:

- ☐ Volunteer with Butts County Animal Control
- ☐ This authorization is valid for 1 year from date of signature

☐ I, _____ give consent to Butts County Animal Control to perform periodic criminal history background checks for the duration of my time as a volunteer at Butts County Animal Control.

Signature

Date