



## Volunteer Application Package

### Information & Instructions

Thank you for your interest in volunteering at the Ottawa Humane Society. We greatly value the work of our volunteers and appreciate all they do to help Ottawa's animals. **Please note: only applications for available volunteer opportunities will be considered, and only applicants whose skills match the needs of the organization will be contacted for an interview.**

If you have any questions, please contact our Manager: Volunteers at [volunteer@ottawahumane.ca](mailto:volunteer@ottawahumane.ca) or by telephone at **613-725-3166 ext. 231**.

#### a) Basic Requirements for Volunteers:

- All volunteers must be at least 18 years of age.
- All volunteers must be able to work safely around animals.
- All volunteers must complete a Criminal Record Check.

#### b) Application Instructions:

- Complete the personal profile.
- Identify the volunteer position to which you are applying. **Only applications for available volunteer opportunities will be considered.** For more information about each volunteer program, please access the website at [www.ottawahumane.ca](http://www.ottawahumane.ca).
- Review and sign the volunteer agreement.

#### c) Next Steps:

- Please return the completed application package to the OHS by email at [volunteer@ottawahumane.ca](mailto:volunteer@ottawahumane.ca) or by fax at 613-725-5674.
- Applicants accepted for a volunteer position must complete a Criminal Records Check before beginning their volunteer duties. The OHS will supply new volunteers with a letter of submission to bring to the police station. There is no fee for the Check, but there is an average processing time of 1-2 weeks. The OHS will accept Criminal Record Checks completed within the last year.
- Successful applicants will be required to attend a volunteer orientation session.

**Personal Profile**

Name:			
Address:			Postal Code
Phone:	Home ( )	Work ( )	Cell ( )
E-mail:			

For which volunteer position are you applying? Please see our website for a list of available opportunities.

Do you have access to a vehicle?      Yes                       No

Do you have any health or other issues that prevent you from working safely around all species of animals?    Yes     No

If yes, please describe:

Why are you interested in volunteering at the OHS?

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Please list your availability for volunteer work (i.e. specific afternoons, weekends, weeknights etc.):

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Please list your skills or experience that would be helpful to the position at the OHS.

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Please list any previous volunteer experience.

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Please provide the name and phone number of one emergency contact:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

*I certify that the above information is true and correct. I understand that any falsification of the above information may be grounds for denial of this application or termination of my volunteer status. I acknowledge that this application remains the property of the Ottawa Humane Society.*

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

I consent to receive electronic communications from the Ottawa Humane Society.  
The Ottawa Humane Society does not sell, rent or trade any donor names. The OHS Privacy Statement is available online at [www.ottawahumane.ca](http://www.ottawahumane.ca) or by contacting the Privacy Officer at 613-725-3166 ext. 246.



## Volunteer Agreement

I understand that the Ottawa Humane Society (“OHS”) is a registered charity with a Mission “To lead Ottawa in building a humane and compassionate community for all animals.”

In order to meet the goals set out in the Mission, the OHS relies on the donated time of volunteers to work in various volunteer programs.

I hereby agree to accept a non-paid volunteer placement to work in a **voluntary** capacity for the OHS in the \_\_\_\_\_ Volunteer Program (“Volunteer Program”).

### Ottawa Humane Society will:

- provide the volunteer with general OHS Volunteer Orientation
- provide training as applicable to the Volunteer Program in which the Volunteer will be providing services as a volunteer, and as may be required by law
- designate a “Volunteer Program Lead” for each volunteer as the OHS point of contact on all matters. The Volunteer Program Lead will be available for discussions concerning any problems or suggestions
- provide work space (if applicable) as the OHS deems necessary to enable the volunteer to perform his/her donated support services
- provide all volunteers with a copy of the OHS complaints procedure
- provide all volunteers with a copy of such policies and procedures as may be required by law or as the OHS deems necessary for the volunteer to perform his/her donated support services

### As a volunteer I:

- understand volunteers must be at least **18 years** of age
- recognize that my services are provided strictly in a voluntary capacity, and without any remuneration or compensation for the services provided as a volunteer. For greater clarity, I acknowledge that I will not receive any salary, employee benefits, including employment insurance programs, worker’s compensation or payment of any kind
- I acknowledge that I am not an employee of OHS for any purpose whatsoever. Furthermore, in providing services under this Volunteer Agreement, I will not be an “employee” or “worker” in the employ of OHS, as those terms are understood under the *Employment Standards Act*, the *Income Tax Act*, the *Labour Relations Act*, the *Workplace Safety and Insurance Act*, the *Human Rights Code* or any other legislation or regulation applicable to the parties.
- agree not to represent the OHS outside my capacity as a volunteer and to wear my badge identifying myself as a volunteer while on OHS property. I further agree not to access workplaces restricted to OHS staff.

- agree to be present for scheduled shifts (if applicable) and to carry out volunteer duties promptly and reliably
- agree to familiarize myself and comply with the OHS's policies and procedures
- agree to provide my home address, telephone number, email address and mobile phone number (if any) to the OHS to enable the OHS to contact me when necessary. I consent to the collection, retention and use of this information and other information collected pursuant to this Agreement.
- agree to hold absolutely confidential all information that may be obtained, directly or indirectly, concerning clients, animals and staff. I agree not to seek to obtain confidential information from clients or others. These obligations will extend beyond the termination of the Volunteer Agreement.
- agree to waive on behalf of myself, and my heirs, administrators and assigns, to be deemed to have waived, any and all claims against the Ottawa Humane Society, its officers, employees or agents from any and all liability, including claims for damage, injury or loss of earnings as a result of injury or accident in connection with volunteering. Further I indemnify and save the OHS, its officers, employees and agents from any and all liability insured by any or all of them, whether resulting from this contract or a breach thereof of my volunteer work. These obligations will extend beyond the termination of the Volunteer Agreement.
- fully understand and agree that either failure to comply with any and all of the obligations outlined in the Volunteer Agreement or for any reason whatsoever, while performing my volunteer services, the OHS, at its sole discretion, may immediately terminate this Volunteer Agreement and the volunteer placement.

I have read and understand each of the above conditions. If any provision of this Volunteer Agreement is deemed by lawful authority to be contrary to law, the remaining provisions of this Volunteer Agreement shall be construed with any modifications necessary so as to ensure those remaining provisions apply. My signature below indicates that I agree to comply with them.

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<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
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<b>OHS Representative</b>	<b>Signature</b>	<b>Date</b>
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Personal information provided by you may be used pursuant to the OHS Privacy Policy available online at [www.ottawahumane.ca](http://www.ottawahumane.ca) or by contacting the privacy officer at 613-725-3166 ext. 246. Information may be used for purposes of follow-up, future OHS communications and solicitations, and statistical analysis.