Foster Program 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 Foster Volunteer Program ("Volunteer Program").

Ottawa Humane Society:

□ Provides the volunteer with the OHS Foster Volunteer Orientation

□ Provides training as applicable to the Foster Volunteer Program in which the volunteer will be providing services as a volunteer, and as may be required by law

□ Designates the foster department staff as the OHS point of contact on all foster-related matters, in which they will be available for discussions concerning any problems or suggestions

□ Provides all volunteers with a copy of the OHS complaints procedure

□ Provides 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

□ Retains all rights and ownership of all animals in the Foster Program and has the right to recall any fostered animal to the shelter at any time

□ Makes all decisions regarding animals placed in foster care

□ Prioritizes placements of OHS animals to foster volunteers based on the needs of the animals, and the volunteer's experience and ability

□ Provides food, medication (if needed), cat litter and any other necessary supply required for the success of the foster animal to foster volunteers and is not responsible for any other foster expenses not agreed upon in advance

□ Does not require prior notice for the repossession of an animal, when a foster volunteer fails to bring the animal back to the OHS as requested

□ Retains the right to visit a foster home at any time, providing that the foster volunteer is given prior notice

□ Will not be held liable for any injury, illness or damage to persons or property, including to owned animals, while an animal is in the foster home or care of the foster volunteer

As a volunteer I:

- ❒ understand volunteers must be at least **18 years** of age
  - ❒ Agree to complete the Foster Program Volunteer Orientation prior to fostering
  - ❒ Agree to participate in all necessary training to perform my role
  - ❒ Agree to adhere to home care instructions, which detail all medical and/or behavioural needs, and further agree to provide all treatment and/or reward-based training required

- ❒ Agree to only provide care for OHS foster animals in my possession and understand that OHS foster animals must not be left under anyone else's care, without authorization from the OHS
- ❒ Agree not to travel with my foster animal nor take my foster animal anywhere that has not been approved by an authorized OHS employee
- ❒ Agree to have my owned animals spayed or neutered and be up-to-date on vaccines before bringing an OHS foster animal into my home [Canine vaccines include: DHLPP (*Distemper, Hepatitis, Leptospirosis, Parvo, Parainfluenza*) *Bordetella* (*kennel cough*) and rabies; feline vaccines include: FVRCP (*Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia*) and rabies.]
- ❒ Agree to isolate OHS foster animals from existing pets in the household consistent with the foster manual and orientation
- ❒ Agree to keep OHS foster dogs on-leash, at all times, when in public, and to isolate dogs with kennel cough from other dogs when in public and to refrain from visiting dog parks
- ❒ Agree to contact the OHS for all foster animal care needs and questions and will adhere to the emergency protocols provided in the foster manual
- ❒ Agree to return OHS foster animals, as soon as they are well and/or upon request by the OHS
- ❒ Agree to direct all adoption inquiries about their foster animals to the OHS Adoption Centre
- ❒ Agree not to adopt my foster animal
- ❒ Agree to use only low-stress handling techniques and reward-based training methods, as approved by the OHS

❒ 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, acknowledge I will not receive any salary, employee benefits, including employment insurance programs, worker's compensation or payment of any kind

❒ Acknowledge I am not an employee of OHS for any purpose whatsoever. Furthermore, in providing services under this Foster Program 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, if applicable, I further agree not to access workplaces restricted to OHS staff

❒ Agree to be present for scheduled appointments and to carry out volunteer duties promptly and reliably

❒ Agree to familiarize myself and comply with the OHS's policies and procedures

❒ Agree that if a member of the public inquiries about a foster animal in my care, I will direct them to contact the OHS

❒ 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 and I consent to the collection, retention and use of this information and other information collected pursuant to this Foster Program Volunteer Agreement

- ❒ Agree and understand that I will have the option to foster animals in the OHS' Emergency Boarding Program

- ❒ 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 and these obligations will extend beyond the termination of this Foster Program 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 Foster Program Volunteer Agreement

- ❒ Fully understand and agree that either failure to comply with any and all of the obligations outlined in the Foster Program Volunteer Agreement or for any reason whatsoever, while performing my volunteer services, the OHS, at its sole discretion, may immediately terminate this Foster Program Volunteer Agreement and the volunteer placement

I have read and understand each of the above conditions. If any provision of this Foster Program Volunteer Agreement is deemed by lawful authority to be contrary to law, the remaining provisions of this Foster Program 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.

Printed Name	**Signature**	**Date**

OHS Representative	**Signature**	**Date**

□ I consent to receive electronic communication from the Ottawa Humane Society.

Personal information provided by you may be used pursuant to the OHS Privacy Policy available online at 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.