



Duncan's Place, a cat sanctuary, LLC

742 S. Edinburgh Dr.
Loveland, CO 80537
www.DuncansPlace.org
(970) 214-2233

Volunteer Application

Please PRINT all information legibly

Name: _____ DOB: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____

Work Phone: (____) _____

Pager/Mobile: (____) _____

E-mail address: _____

In case of an emergency please contact _____

Phone (____) _____ ext _____ Relationship _____

My available hours are:

Please check all days and hours that you are available:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 8:30-12:00							
Evening 5:30-7:30							

My volunteer interests are:

 Fund Raising Events

Help organize or promote fundraising events

Booths at craft shows

Assist with mailing and hanging up flyers

Holding or assisting at garage sales

Making crafts

 Adoptions and Cat Care

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_____ Miscellaneous Duties

List any special skills or desired positions: _____

_____ Providing a Foster Home

Be willing to take in pregnant cats and housing them until babies are 8-10 weeks of age

Take care of under aged kittens and keeping them until 8-10 weeks of age

Take care of cats/kittens with upper respiratory conditions or other ailments until such time as they are well

Taking care of cats/kittens who are leukemia positive until they can find a permanent home

Requirements of Volunteers:

Be at least 14 years of age.

Commit to at least six months of service.

Report to Duncan's Place on time for pledged hours, and sign up for hours at least one week beforehand.

Use the proper phone-in procedure for absences (see below).

Work with other volunteers until the work is completed.

Accept the risk of volunteering (i.e., animal bites or scratches).

Never be short tempered or unkind to the animals.

Do not bring guests that are not on the approved volunteer list.

Covered by personal health/accident insurance.

Volunteer Training:

Duncan's Place will provide training to all volunteers. You are required to attend one meeting before becoming a volunteer.

Phone In Procedure:

- 1) Provide a minimum of 24 hours (when possible) notice of your expected absence.
- 2) Call 970-214-2233 to confirm your absence

NOTE: Failing to show up without a call or continued calls offs will constitute an automatic resignation from the volunteer program. Failure to show affects the care of our feline residents.

Pledge to the Animals:

I understand that my time as a volunteer is a commitment to the animals at Duncan's Place. I understand that the animals depend upon volunteers for food, water and affection. I accept the responsibilities associated with being a volunteer.

Signature _____

Name (Printed) _____

Date _____

For office use only:

Date Started: _____

Trained by: _____