



Volunteer Application

(Office Use only)

Entry No. _____

Date Rec. _____

Orientation _____

Position _____

Training _____

On Schedule _____

Today's Date _____

Contact Information

Name (Mr /Mrs /Ms) _____
circle *Last* *First*

Local Street Address _____

City, Zip _____

Phone: _____ Cell Phone: _____

Email: _____

Alternate Address: _____

Alternate Phone: _____

Availability

Months Available: _____

Day(s) of the Week Available: (*circle*) Sun Mon Tues Wed Thurs Fri Sat

Preferred Time of Day : (*circle*) AM PM

Will you be able to donate at least four hours of your time on a weekly basis? _____ Yes _____ No

If you checked "no", approximately how many hours per week will you be able to donate? _____

Other Required Information

Are you a member of CROW? _____

Date of Birth: _____ Occupation: _____
Must be 18 or older

Allergies: _____

Date of last Tetanus shot: _____ Have you had a pre-rabies vaccination? _____

Emergency Contact

Name: _____

Phone: _____ Relationship: _____

Volunteer Positions that you are interested in: (please check)

<input type="checkbox"/>	Baby Room - Patient Care & Cage Cleaning	<input type="checkbox"/>	Drop-off Point Driver (transport only)
<input type="checkbox"/>	Outside – Patient Care & Cage Cleaning	<input type="checkbox"/>	Emergency Rescue & Transport (VERT)
<input type="checkbox"/>	Laundry	<input type="checkbox"/>	Facilities & Grounds Repair/Maintenance
<input type="checkbox"/>	Gopher Tortoise Grazing	<input type="checkbox"/>	Administrative (mailings, data entry, etc.)
<input type="checkbox"/>	Gift Shop	<input type="checkbox"/>	Events
<input type="checkbox"/>	In-house or Outreach Education Presentations	<input type="checkbox"/>	

I would like to volunteer at CROW because: _____

Special skills/background (i.e. background in wildlife or animal care, educational programs, etc.):

I understand that volunteer services will be provided to the Clinic for the Rehabilitation of Wildlife (CROW) with no monetary or material compensation. Volunteers are not considered employees of CROW, and as such are not covered by Workers' Compensation. Volunteers are held to the same high standard of conduct as employees and other rules and regulations as stated in the Volunteer Handbook.

Signature Date

Please sign and return the following policies along with your application:

Volunteer Acknowledgement and Release of Liability, Non-Disclosure Agreement, Code of Conduct Agreement, Use of Devices on Hospital Property, Standard of Dress and Appearance, and Zoonotic Diseases

Return this filled out application to:

CROW Volunteer Coordinator
PO Box 150
Sanibel, FL 33957
Or fax to 239-472-2334
Or email to volunteers@crowclinic.org



Volunteer Opportunities

Thank you for considering a volunteer position at CROW. You can make the difference in helping hurt, injured and orphaned wildlife by using your time, talent and abilities through our opportunities below.

All of CROW's patients require daily maintenance which can range from intensive to supportive care. CROW's medical staff is responsible for all intensive care patients and its volunteers contribute a great deal toward supportive care. Responsibilities include cage cleaning, diet preparation, patient feeding and overall support of CROW's medical clinic as deemed necessary.

Baby Room - Patient Care and Cage Cleaning

Our babies require round the clock feeding, whether it be baby bird season during the spring, or baby squirrel season during the fall. You will work cooperatively with other volunteers and staff to feed, clean, enrich and medically care for the babies. You will also help with laundry, dishes and overall organization upstairs in the hospital.

Outside - Patient Care and Cage Cleaning

Our patients outside are on the last step before being released, building up their muscles and working on skills they will need in the wild. You will work cooperatively with our rehabilitation staff and other volunteers to feed, clean and enrich patients in our outdoor enclosures. You will also help with laundry, dishes and overall organization downstairs in the hospital.

Laundry

CROW's patients are stressed, often in pain and fearful. Clean laundry for patient handling and for the comfort of the animals is critical. Towels keep patients and staff safe during treatment. Volunteers are responsible for making sure that the hospital (both upstairs and downstairs) is readily stocked with clean laundry at all times. This responsibility is shared among all students, staff and volunteers but during busy season, these volunteers are invaluable.

Gopher Tortoise Grazing

Gopher Tortoises are admitted to the hospital primarily due to vehicle collisions. Before they can be released into the wild, these animals must be able to show signs of mobility and appetite. Volunteers provide supervision necessary for these patients to receive at least one hour of grazing a day. This time acts as physical therapy for the tortoises. While grazing, volunteers complete the "Grazing Chart," noting the patient's progress.

Gift Shop

The Visitor Education Center is one of CROW's most vital teaching tools. The Gift Shop volunteers welcome visitors to the center, provide a brief overview of CROW and help answer any questions. The proceeds from admissions and the gift shop sales directly support hospital patient care. Gift Shop volunteers ring up sales and admission fees, assist with product selection/customer service and help with cleaning and re-stocking shelves and displays.

In-house and Outreach Education Programming

Education is one method CROW employs to help people understand the inter-relatedness among animals, people and the environment. CROW offers daily presentations in the education center and attends many events off-site for adults and youth groups. Volunteers work with the Education Coordinator and participate in these programs after becoming familiar with CROW, its mission and presentation content.

Drop-Off Point Drivers (Transport only)

Many of the people who actually find injured animals are unable to bring them to CROW. For this reason, CROW partners with eight domestic animal hospitals that act as temporary holding facilities for in-transit patients. Volunteer drop-off-point drivers travel to these locations, pick up patients, and bring them to CROW for treatment.

Volunteer Emergency Rescue and Transport (VERT)

CROW provides services for hurt, injured and orphaned wildlife throughout Lee County. However, many of the people who find them, have never encountered a wild animal before and are not equipped to transport them. VERTs are volunteers who are "on call" and trained to handle/capture wildlife so that it may be brought to the nearest drop-off point relative to geographic location.

Facilities & Grounds – Maintenance/Repair/Upkeep

CROW operates on a 12 acre campus comprised of the wildlife hospital and its outside enclosures, student housing and the Visitor Education Center (VEC). These volunteers perform duties to ensure the property and buildings are properly functioning, safe, and clean. Duties may include pressure washing, weather treatment, and overall reinforcement of enclosures' foundations, plumbing and electric repairs and maintenance, raking, mowing grass, trimming trees, weeding and planting native vegetation.

Administrative (mailings, data entry, etc.)

These volunteers help support the CROW administrative staff with various duties -from stuffing envelopes, answering phones, and data entry to compiling lists and doing research. Computer skills are desired but not necessary. Schedules are worked out individually with each volunteer.

Events

These volunteers help at CROW's various fund raising events. From the Taste of the Islands to our annual garage sale, CROW could not hold these important events without support from our volunteers. Duties include set-up, clean-up, ticket taking, cash handling, etc. No experience is required.

NOTE:

Volunteers must be a minimum of 18 years of age.

All positions require an application, interview, visitor education center and clinic orientation/tour and training.

Expectation is applicant can commit to at least one regularly scheduled 4/5 hour shift a week (except on-call VERTs) or another routine schedule.



VOLUNTEER ACKNOWLEDGEMENT AND RELEASE OF LIABILITY

THE UNDERSIGNED, in consideration of benefits received from working at CROW, Inc. as a Volunteer and for other good and valuable consideration, receipt and sufficiency of which is acknowledged, does hereby for themselves, their heirs and personal representatives, release and discharge of CROW, Inc. board of directors, officers and members and each of them from all liability for loss, injury or damage arising from injury to the person, property or resulting in death of the undersigned, whether caused by negligence or otherwise while engaged in any activity whatsoever in relation to CROW, its officers, directors and members.

THE UNDERSIGNED further assumes all responsibility for and risk of bodily injury, death, property damage or otherwise while working for and on behalf of CROW.

THE UNDERSIGNED does, for themselves, their executors, administrators, heirs and assigns, release and forever discharge CROW, Inc., its officers, directors and members, together with their heirs, administrators; executors and assigns, from any and every claim, demand, action or right of action, of whatsoever nature, either in law or in equity, arising from or by reason of any bodily injury death and/or property damage resulting from any acts or incidents which may occur as a result of the undersigned's participation in any activities of any nature whatsoever associated with CROW, Inc.

THE UNDERSIGNED does, for themselves, their executors, administrators, heirs and assigns, acknowledge that working with wildlife, chemicals, tools and medications is inherently dangerous, that the undersigned is not and will not be covered by any form of insurance, including worker's compensation or other medical insurance, and does further assure CROW, Inc., that they will not commence or continue working as a Volunteer should the undersigned become aware of any physical condition, including pregnancy, which would increase the undersigned's risk of injury or death.

THE UNDERSIGNED does hereby confirm to CROW, Inc., that when working with actual patients, they have received a tetanus-diphtheria (Td) vaccine inoculation within then (10) years of date of this Acknowledgement and Release and further agrees to receive subsequent inoculations required to protect the undersigned from tetanus infection while performing extern work on behalf of CROW, Inc.

THE UNDERSIGNED acknowledges that they have carefully read the above release and executes this Release as their own free act and deed.

THE UNDERSIGNED also agrees that CROW may take and use photographs of me with or without my name and for any lawful purpose, including, but not limited to, such purposes as publicity, illustration, advertising, and Web content, without compensation. Furthermore, I hereby consent that such photographs are CROW's property and they shall have the right to sell, duplicate, reproduce, and make their lawful uses such photographs as they may desire, free and clear of any claim whatever on my part.

THE UNDERSIGNED understands and agrees that I may be terminated from volunteering for CROW or asked to leave the premises at any time for inappropriate behavior or failure to adhere to CROW's standards of conduct.

THE UNDERSIGNED also acknowledges that they have received a copy of CROW's "Zoonoses" information, "Non-Disclosure Policy" and "Code of Conduct" and they have read all of the information on said forms and agree to abide by all requirements as listed.

This Release contains the entire agreement between the parties and this Release is contractual and not merely recital.

Volunteer Signature

Date



Non- Disclosure Agreement

It is the policy of CROW that all information concerning any current, past or potential CROW patient or employee is considered confidential, whether it be written, spoken or otherwise communicated or obtained. All said information, i.e. files, records, personal information or personnel matters, etc., on any patient, employee, finder, treatment, etc. constitutes privileged information and is to be treated in a strictly confidential manner. Any discussion concerning the status of any current, past or potential patient or employee will be handled solely by the Executive Director or designee.

Questions from media sources will be handled solely by the Executive Director. **No photographs will be taken on the CROW property without prior consent of the Executive Director or designee.** Any printing, copying or operation of electronic media, which includes Internet Web Sites and/or Blogging, in order to release confidential information to any outside party, entity or organization is strictly prohibited and is a violation of the confidentiality policy. This would result in immediate dismissal.

By signing your application on the designated line, you confirm acknowledgement and agreement of the above stated policy. Your signature will be required upon application and annually thereafter, or at any other time deemed necessary by the Executive Director. Please read carefully the statement below:

*I fully understand and agree that **I am not, at any time**, to disclose, communicate or reveal any CROW related business, information, records, files, etc., or any other matters contained therein, to any unauthorized individuals or organizations outside of CROW. Also, any knowledge or witness of said breach of the above Confidentiality Policy by any party or parties shall be reported immediately to your immediate supervisor.*

I understand that I am not to use the CROW logo or any other CROW animal depiction on a business card, document, etc., nor purport to represent myself as an agent of CROW to the public.

I further understand that any violation of this agreement shall be sufficient grounds for immediate termination.

Signature

Date



Code of Conduct Agreement

CROW is a nonprofit organization committed to saving lives through compassion, care and education. Participation in CROW's volunteer program is subject to the observance of our organization's rules and procedures. **The activities outlined below are strictly prohibited.** Any volunteer who engages in any of these behaviors is subject to discipline, up to and including termination and dismissal from the volunteer program.

- Abusive language toward staff members, students, volunteers or the public.
- Discourtesy or rudeness to any individual or group.
- Verbal, physical or visual harassment of another individual or group.
- Actual, threatened or implied violence toward any individual or group.
- Conduct endangering the safety, well-being or health of others.
- Bullying or taking unfair advantage of any individual.
- Failure to cooperate with the staff.
- Possession of or use of alcoholic beverages or illegal drugs on CROW property, or, reporting to CROW while under the influence of illegal drugs or alcohol.
- Bringing dangerous or unauthorized materials onto CROW property. These include firearms, explosives, other weapons or similar, potentially dangerous items.

Use of Electronic Devices on Hospital Property

CROW is a wildlife hospital where great focus and attention to detail is critical in performing all job functions. To avoid unnecessary distractions and noise while working in patient and office areas, please refrain from carrying personal electronic devices (cell phones, ipods, mp3 players, etc.) If a situation requires you to carry your cell phone, please inform the Staff Veterinarian or Clinic Office Manager and ensure it is placed on silent or vibrate only. Personal calls should be limited to emergencies and may be conducted through CROW phones (239-472-3644, after hours 239-472-1799). Additionally, CROW's office computers are limited to CROW business use.

Standards of Dress and Appearance

CROW is an organization that maintains a professional work environment and accordingly, established standards of dress and appearance are essential. While casual attire is permitted due to the hot and humid Florida climate, we expect Volunteers to use good judgment.

- Wear your volunteer T-shirts and name badge whenever you are volunteering.
- Shorts are acceptable and please ensure the in-seams are a minimum of six inches long. Short shorts are not permitted. Clothing should always be clean and mended, free of tears and holes. It is understood that anyone working directly with patients or cleaning materials will acquire stains. This is part of the job and acceptable.
- Rubber soled, closed shoes or sneakers should be worn at all times while working with patients. Open toes, sandals and flip-flops are not permitted in the hospital or grounds areas.
- Avoid wearing jewelry that could be entangled, pulled, swallowed or grabbed by an animal. Examples include dangling earrings, necklaces, large rings, loose bracelets, piercings and visible dermal implants. If in doubt, take it off.
- No excessive perfumes, colognes or other strong scents (e.g. soaps, powders, oils).

I have read and I understand the CROW Code of Conduct standards, Use of Electronic Devices on Hospital Property and Standards of Dress and Appearance. I agree to abide by these standards and rules described above and understand that I may be terminated as a participant if I violate any of these rules.

Signature

Date

Zoonotic Diseases

Information for students, staff, and volunteers

Diseases contracted by humans from animals (zoonoses) should be a continuous concern for everyone involved in animal care. The vast majority of zoonotic disease risks that may be encountered at CROW can be eliminated or greatly minimized by two things:

common sense and good hygiene.

- No food should be eaten in ANY patient care area (this includes the gopher tortoise grazing area)
- Wash hands thoroughly and often - this includes after handling each patient, between groups of babies, after cleaning a cage, etc.
- No open-toed or open-sided shoes are allowed while administering patient care.
- If bitten, wash area thoroughly and notify a staff veterinarian immediately.

Information about relevant zoonotic diseases:

Rabies

Rabies is a viral disease carried by mammals. Although all mammals are potential reservoirs for the virus, animals are categorized according to risk of potential transmission. For example, raccoons, skunks, and bats are considered high risk rabies-vector species. Rabbits, squirrels, and opossums are considered low-risk. Handling of high-risk rabies-vector species is limited to those who have received pre-exposure rabies vaccinations. Cleaning the cages of high-risk species, as well as handling of medium and low-risk species is left to the discretion of the staff veterinarians. Transmission to humans usually happens via a bite by an infected animal. Non-bite exposure (exposure of infected tissue to open wounds, scratches, or mucous membranes) is considered rare, but should not allow for negligence.

Intestinal parasites

Mammals, birds, and reptiles may shed organisms or eggs in their feces, and shedding may increase in a stressful situation, such as captivity. Most zoonotic transmissions occur from a fecal-to-oral route (accidental ingestion of eggs or organisms), although some can cause disease by penetrating skin via infected soil or water. Some parasites may cause GI disease in humans (*Salmonella*, *Giardia*, etc.); others may cause neurologic, ocular, or skin disease (hookworms, roundworms, etc). Again, use good sense and good hygiene when handling animals or cleaning cages.

Salmonellosis

Many animals may carry *Salmonella* species that may or may not be harmful to them; however, stress may increase shedding of the bacteria and may pose a risk to other animals or humans if transmitted. Transmission is via the fecal-oral route; symptoms in humans may include GI discomfort, diarrhea, nausea, etc.

Cutaneous, ocular, and visceral larva migrans

These diseases occur in humans as nematodes migrate through skin, eye tissue or internal organs. Infection in humans occurs either by ingestion of infected fecal material or by penetration of skin. Infection with *Baylisascaris procyonis*, a roundworm of raccoons, may have life-threatening significance in humans. However, this parasite is in low prevalence in the Southeastern United States.

Leptospirosis

Leptospira bacteria are found in urine of infected animals, and may be present in moist soil or water that has been contaminated by infected carriers. Leptospirosis is not specifically a disease of rats, as many mammals (including raccoons and opossums) can become infected or transmit the bacteria. Bacteria may penetrate the skin through prolonged contact or through open wounds. Initial symptoms in humans may include flu-like symptoms, such as fever, chills, and headache.

Psittacosis

Some birds may carry a bacterium called *Chlamydophila* that (like *Salmonella*) may be shed more often during times of stress. Infected birds may range from having few to no symptoms to having inflamed eyes and difficulty breathing. Bacteria are shed in feces and ocular and nasal discharge. Infection in humans is from direct contact (including inhalation) of infectious material.

The CROW medical staff works hard to remain current on emerging diseases and their significance. If you have a question regarding any zoonotic disease or its implications, please speak with a staff veterinarian.

I have read and I understand the zoonotic disease risks.

Signature

Date