



HAINES ANIMAL RESCUE KENNEL

PO Box 1533, Haines AK 99827

www.harkalaska.org | (907) 766-3334

Volunteer Questionnaire & Safety Info

Volunteer Information

Name:		Date:
Mailing address:		
Physical address:		
City:	State:	Zip:
Phone (H):	Phone (C):	Email:

I am interested in volunteering in the following areas:

- | | |
|---|--|
| <input type="checkbox"/> Animal Care/Dog Walking | <input type="checkbox"/> Animal Training |
| <input type="checkbox"/> Pet Wash/Grooming | <input type="checkbox"/> Adoption Screening |
| <input type="checkbox"/> Animal Transport | <input type="checkbox"/> Construction & Facility Maintenance |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Planning & Implementing Fundraisers |
| <input type="checkbox"/> Clerical/Administrative | <input type="checkbox"/> Computer Systems/Support |
| <input type="checkbox"/> Special Events/Education | <input type="checkbox"/> Collecting Donations |
| <input type="checkbox"/> Art/Graphics/Design | <input type="checkbox"/> Newsletter Editing |
| <input type="checkbox"/> Advertising/Publicity | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Facility Care and Cleaning | <input type="checkbox"/> Other: _____ |

Do you own pets: Y | N

Cats: _____ # Dogs: _____

Tell us more about yourself (why you want to volunteer, animal experience, etc.):

Safety Instructions for Employees and Volunteers

1. Report at once to your supervisor all injuries no matter how slight.
2. Be thoughtful and orderly in your conduct. Many injuries are the result of 'horseplay' and fooling around.
3. Always use the safety devices, including the use of seatbelts while in the company vehicle, which are provided by HARK for your protection.
4. Report to your supervisor and conditions or practices which appear to be unsafe.
5. Employees/volunteers should, at all times, do everything possible to avoid getting hurt and avoid injuring any other employees/volunteers.
6. Be safety conscious and give your supervisor any suggestions you have for improving safety measures or devices.
7. Employees are subject to disciplinary action or discharge for not following safety instructions.
8. I have read the "Safety Policy" included in the volunteer handbook. _____

I have read or had explained to me and will observe the safety instructions.

Volunteer Signature

Date

I have reviewed these instructions with the employee/volunteer and outlined the safe practices to be followed on the work assigned.

HARK Supervisor

Office use:

Training date:	Trained by:
Key given on:	Key returned on: