



VOLUNTEER APPLICATION

Last Name: _____ First Name: _____

Today's Date: _____ Birth Date: _____ Occupation: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Marital Status: _____ # of Children at Home: _____ # of Pets at Home: _____

Community Service hours needed & due date (if applicable): _____

Volunteer Experience: _____

Skills and Interests:

- | | |
|--|--|
| <input type="checkbox"/> Animal care | <input type="checkbox"/> Database management |
| <input type="checkbox"/> Professional services | <input type="checkbox"/> Graphic design |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Medical/veterinary experience |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Promotional exhibits |
| <input type="checkbox"/> Secretarial | <input type="checkbox"/> Education |
| <input type="checkbox"/> Project coordinator | <input type="checkbox"/> Research experience |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Video/Photography |

Other: _____

VOLUNTEER RELEASE

As a volunteer of The Wildlife Orphanage, Inc. (TWO), I realize that I am not covered by any Worker's Compensation Insurance or by any other insurance or guaranteed medical payments which would compensate me should I be injured while on or off the premises but while working for TWO. I understand that I may be working with sick animals and that in some situations I might be susceptible to sickness. I understand that wild animals are capable of inflicting serious injury and/or transmitting contagious disease. I agree to adhere to all safety instructions given to me by TWO, keep up to date on my tetanus inoculation and to report any and all bites, scratches or cuts to TWO immediately. I fully release, discharge and hold harmless forever TWO, its members, officers, Board of Directors and other volunteers of any all things, acts, omissions or conditions which cause me damage or injury or otherwise.

Name: (print and sign): _____

How did you find out about volunteering for TWO?: _____



CODE OF ETHICS - 2007

APPLICATION

The Code of Ethics shall apply to all Officers, Board Members, Employees, Volunteers and Representatives of The Wildlife Orphanage, Inc.

DEFINITIONS

1. "TWO" means The Wildlife Orphanage, Inc
2. "Officer" means an appointed Officer of TWO.
3. "Director" means a member of The Board of Directors for TWO.
4. "Volunteer" means anyone volunteering their time or services to benefit TWO.
5. "Representative" incorporates all Officers, Board Members, volunteers, and employees.

GENERAL PROVISIONS

1. The purpose of this document is to set forth TWO's Code of Ethics for all TWO's volunteers
2. A reputation for integrity is vital to the success of TWO to merit and maintain the confidence and support of the community and surrounding government. While representing TWO, each and Representative must conduct his or her affairs in a manner which does not justify criticism of or damage the reputation of TWO. This includes unapproved participation on our behalf in radical/extremist events commonly found in the animal rights/activist circles.
3. In situations requiring ethical or moral judgements, it may be difficult to determine the correct course of action. In such instances, this Code Of Ethics requires that the Representative not rely solely on their own judgement, but discuss the matter fully with the Founding Director, or Board of Directors as appropriate.

RECEIPTS OF GIFTS, RENUMERATION and GRATUITIES

1. No Representative shall accept any gift, remuneration or gratuity on behalf of TWO that could be construed as an attempt to influence him or her in their performance of their duties for TWO.
2. All Representatives shall disclose to the Founding Director all instances concerning any offer contrary to this Code Of Ethics.
3. Any Representative taking a kickback or bribe of any kind will be immediately reported to the authorities and prosecuted.
4. Gifts of nominal value (under \$50) are acceptable. Especially during the Holiday season, gifts are often an expression of friendship, and will not be prohibited.



REHABILITATION CONDUCT GUIDELINES

1. It is TWO's intent to release back into the wild as many animals that are under our care as possible. Any animal that is releasable must therefore be released on a timely basis and as instructed by a chief rehabilitator..
2. Any animal in rehabilitation that is deemed unreleasable must be discussed with the one of the Chief Rehabilitators in a timely manner, and a decision will then be made on euthanizing the animal, or the potential of the animal becoming an educational animal.
3. TWO promotes keeping wild animals wild, and it is against this Code of Ethics to keep any animal beyond an appropriate timeframe, to treat any wild animal as a pet, and to allow an animal in rehabilitation to be exposed to excessive human contact which may alter the animals natural and appropriate wariness of humans.
4. TWO will do it's best to offer each injured or orphaned animal the most appropriate food, shelter, and medical care. Any derivations from this practice is against this Code of Ethics.
5. In an effort to continue to provide the best and most up to date care for the animals in rehabilitation, rehabilitators and apprenticing rehabilitators are required to attend as many seminars on this topic as possible, and to pursue independent study outside of TWO. (ie: books, periodicals, internet research etc.)

REPORTING OF IMPROPER CONDUCT

1. Open communication concerning this Code of Ethics is expected, accepted and protected. Any person with knowledge of illegal or unethical business or rehabilitation practices with regard to TWO should notify the Founding Director and the Board of Directors immediately.

It is the objective of TWO to maintain the highest level of integrity and honesty in all rehabilitation practices, business dealings, record-keeping and reporting. We have confidence that our acting in such a manner will be the key to obtaining TWO's long term goals.

I have read, understand and agree to conduct myself, as a representative of TWO, in a manner consistent with this Code of Ethics.

Signature

Date



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Non-Disclosure Agreement is made and entered into as of the date the Agreement is signed by and between THE WILDLIFE ORPHANAGE, INC., a Connecticut not-for-profit corporation, with offices in Stamford, Connecticut, as the Disclosing Party (hereafter “TWO”) and _____ of _____, as Volunteer (hereafter “Volunteer”).

WHEREAS, TWO is interested in obtaining the services of Volunteer for various services, duties, and/or tasks of TWO; and

WHEREAS, Volunteer is desirous of performing certain agreed-upon services, duties and/or tasks for the benefit of TWO, all to be performed on a volunteer basis; and

WHEREAS, TWO, in the course of Volunteer performing any services for the benefit of TWO, will make certain confidential and/or proprietary information available to Volunteer; and

WHEREAS, Volunteer agrees that such confidential and/or proprietary information of TWO is and shall remain the property of TWO.

NOW, THEREFORE, for good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

(A) Volunteer shall neither during the term of any volunteer duties (except in the proper performance of his duties for TWO) and continuing for a period of five (5) years from the date this Agreement is terminated in writing by the parties, howsoever arising, directly or indirectly:

(i) use for his own purposes or those of any other person, company, business entity, or other organization whatsoever; or

(ii) disclose to any person, company, business entity, or other organization whatsoever, any propriety or confidential information, knowledge or data of TWO, relating or belonging to TWO, including, but not limited to, information, knowledge or data concerning donors, costs, fund raising, markets, revenues, production, business plans and strategies, donor lists, lists of prospective donors, account records concerning donors, programs and techniques, company manuals and policies, computer programs, software, financial statements and projections, business plans, budgets, compensation schedules, any document marked “Confidential,” or any information which Volunteer has been told is “confidential” or which Volunteer might reasonably expect TWO would regard as “Confidential”, or any information which has been given to TWO in confidence by donors or other persons. Even if a document has not been marked “Confidential”, Volunteer shall treat the document and its contents as confidential information if Volunteer has been told or otherwise knows or reasonably should know the document and its contents are confidential.



(B) In the event of a breach or threatened breach by Volunteer of the provisions of this Confidentiality and Non-Disclosure Agreement, TWO shall be entitled to injunctive relief restraining Volunteer from disclosing, in whole or in part, such information or from rendering any services to any person, firm, corporation, association, or other entity to whom such information has been disclosed or is threatened to be disclosed. Nothing here in shall be construed as prohibiting TWO from pursuing any other remedies available to TWO for such breach or threatened breach, including the recovery of damages from Volunteer.

(C) The obligations contained in this Confidentiality and Non-Disclosure Agreement shall cease to apply to any information or knowledge, which may subsequently come into the public domain after the termination of volunteer services other than by way of unauthorized disclosure by Volunteer, directly or indirectly.

(D) Volunteer agrees that damages for violations of this Confidentiality and Non-Disclosure Agreement shall consist of actual damages for each violation by Volunteer. Volunteer agrees that the provisions of this Confidentiality and Non-Disclosure Agreement are reasonable and necessary to protect the legitimate interests of TWO.

(E) In the event Volunteer shall become legally compelled to disclose any proprietary information, Volunteer shall immediately notify TWO within twenty-four (24) hours of receipt of any such legal request to allow TWO the opportunity to take protective measures to protect its interests.

(F) The obligations of confidentiality and non-disclosure set forth in this Agreement shall survive any termination of this Agreement.

(G) It is agreed between the parties that: (a) no failure or delay by TWO in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or future exercise thereof or the exercise of any right, power or privilege hereunder; (b) the provisions of this Agreement shall be severable and the illegality or invalidity of any provision shall not affect the legality or validity of any other provision, and each provision found illegal or invalid shall be judicially modified in any proceeding brought to enforce such provision so as to be enforceable to the maximum extent permissible under applicable law; and (c) any amendment of any provision of this Agreement shall only be effective if in writing and signed by all parties hereto.

(H) Volunteer understands that the continued confidentiality of the information is critical to TWO, and that such confidentiality goes to the essence of this Agreement. Accordingly, Volunteer agrees that any use or disclosure of the information in a manner inconsistent with this Agreement will cause TWO irreparable damage and that the remedy at law of TWO for any actual or threatened breach of this Agreement by Volunteer will be inadequate, and that TWO shall be entitled, as a matter of right, to specific performance hereof or injunctive relief, without the posting of any bond or other security or proof of damage, by temporary injunction or other appropriate judicial remedy, write, or order, in addition to any damages which TWO may be legally entitled to recover, together with reasonable expenses of litigation, including attorney's fees incurred in connection therewith.



(I) This Agreement is entered into and is to be performed within the State of Connecticut and the interpretation, application and enforcement of this Agreement shall be governed by the laws of that State, but without regard to those of such laws as may rely upon or refer to the laws of any other jurisdiction in the resolution of conflicts or law or for other purposes.

(J) This Agreement may be executed by the parties hereto individually or in any combination, in one of more counterparts, each of which shall be an original and all of which shall together constitute one and the same Agreement.

IN WITNESS WHEREOF, the Disclosing Party and Volunteer have caused this Agreement to be executed by their duly authorized officers as of the day and year indicated below.

THE WILDLIFE ORPHANAGE, INC.

Volunteer:

By:
Its:

Date: _____

Date: _____