

TERMS & CONDITIONS FOR VOLUNTEERS

Age Specifications

Volunteers are required to be 16 years old and above.
Under special circumstances children below the age of 16 years may volunteer on condition that they do so under parental / adult supervision.

Indemnity

All volunteers must sign an indemnity form as per Annexure A.

Criminal Conviction

All volunteers must sign an Affidavit as per Annexure B, confirming a clean record with no criminal convictions. Should the Society discover that a volunteer failed to disclose a criminal conviction, such volunteer can be asked to submit an explanation in writing and the Manager of the Society shall make a decision as to whether it is in the best interests of the Society that such a volunteer continue his/her service or whether such service should be terminated. Any termination under this section shall be undertaken in writing and placed on that volunteer's file.

Volunteer training/orientation

All long-term volunteers are to undergo an orientation course where they are debriefed on the SPCA's basic principles and beliefs, SPCA Act (Rules), by-laws and operations.

Dress Code

Volunteers, whilst performing duties for the SPCA should be presentable and neat. Where volunteer T-Shirts have been provided, these should be worn.

Behaviour

No volunteer may have contact with the media regarding an SPCA-related concern without the permission of the Manager.

No volunteer may provide statistics or information to members of the public that may cause harm to the Society or place the Society in disrepute. No photographs of animals or facilities may be taken.

Any volunteer who is found to be dishonest, committing a crime, or acts in any manner which is not in the best interests of the Society, shall at the discretion of the Manager, be dismissed as a volunteer of the Society.

Volunteers are representatives of the Society and shall at all times act in a professional manner, treating fellow volunteers, staff and members of the public with respect.

Authority to search

All volunteers are required to sign an Affidavit, as per Annexure C, granting the SPCA Manager or appointed person, to search their person or vehicle whilst on the property of the SPCA.

Screening

All new volunteers are required to complete an application form, attach the required documentation and be interviewed by the Manager or appointed person.

Acceptance

Once a volunteer has been accepted, he/she will be notified in writing. NO person shall be accepted as a volunteer unless they fulfil the required criteria.

Ihereby accept these terms and conditions in the best interest of the Society.

Signature

Date



**Society for the Prevention of Cruelty to Animals
Dierebeskermingsvereniging**

VOLUNTEER APPLICATION FORM

Name _____

ID Number _____ Age _____

Residential Address _____

Postal Address _____

Postal Code _____ Email _____

Telephone Number (H) _____ (W) _____

Cell Number _____

Next of Kin _____ Relationship _____

Contact Details in an Emergency _____

Drivers Licence _____ Criminal Record? _____

What skills do you have? _____

Why do you wish to volunteer? _____

- 1. Copy of Identity Document
- 2. 2 x contactable references (New Volunteers only)
- 3. Annexure A: Indemnity Form
- 4. Annexure B: Affidavit: Criminal Convictions
- 5. Annexure C: Authority to search
- 6. Annexure D: Terms & Conditions for Volunteers

Signed on this day the ____/____/____ Signature _____

I _____ designation _____ hereby acknowledge receipt of this application and all attached documentation.

Signature

Date

EXEMPTION OF LIABILITY AND INDEMNITY

I / We
the undersigned, do hereby acknowledge and understand that the Society for the Prevention of Cruelty to Animals ("the SPCA") and its employees and authorised agents will take reasonable precautions during my minor child's visit to their premises, and during the period that he/she renders voluntary work for them, or on their behalf, but do not accept any liability for any claims which may arise from any cause whatsoever and for the duration of this period will be subject to the terms and conditions hereunder.

1. I/We acknowledge that during the course of my child's work he/she will be working with animals and that such work with the animals will be solely and exclusively at my own risk and/or that of the minor child; and
2. I/We undertake to ensure that the minor child will at all times obey, immediately and without query, any order, command, demand or request that may be made of him/her/me at any stage by any employee or authorised agent of the SPCA; and
3. I/We understand that the purpose of such order, command, or request will be made for the purpose of ensuring the minor child's personal safety and the safety of others in whose command he/she may be; and
4. I/We acknowledge and accept that the SPCA is exempted from any liability in respect of the minor child's death or bodily injury or damage to any of his/her/my/our property from whatever cause arising; and
5. I/We acknowledge and accept that the SPCA is exempted from any liability in respect of the minor child's death or bodily injury or damage to any of his/her/my/our property as a result of his/her failure to comply immediately with any order, command, demand or request of any employee or authorised agent of the SPCA; and
6. I/We hereby indemnify the SPCA and any of the employees or agents, whether in their capacity as such or in their personal capacity against any claim by myself/ourselves, the minor child, his/her/my/our executors, administrators, heirs or assigns or by anyone else claiming through him/her/me/us or on his/her/my/our behalf in respect of any claim arising from his/her death or bodily injury or damage to any of his/her/my/our property from whatever cause arising; and
7. I/We hereby indemnify the SPCA and any of the employees or authorised agents, whether in their capacity as such or in their personal capacity against any loss or damage from any cause whatsoever, which may be sustained as a result of the minor child's failure to comply immediately with any order, command, demand, or request of any employee or authorised agent of the SPCA.

I/We hereby acknowledge that I/we have read the contents of this document and that I/we have been afforded the opportunity to raise questions in regard to any aspect contained herein and I/we acknowledge that I/we am/are bound by the terms and conditions as set out above, and that I/we and/or the minor child bind myself/ourselves/himself/herself by affixing my/our signature(s) to this document.

Signed at _____..on this the _____ day of _____ year _____

Signature

AS WITNESSES

1. _____

In my capacity as guardian

2. _____

in my capacity as guardian

INDEMNITY

I, ID number

Reside at

I acknowledge and understand that the Society for the Prevention of Cruelty to Animals (SPCA) and its employees and/or authorised agents will take reasonable precautions whilst I visit their premises and during the period that I render voluntary work for them: - but that the SPCA does not accept liability for any claims which may arise from any cause whatsoever and for the duration of this period will be subject to the terms and conditions below.

- 1 I state that I do not have a criminal record and submit an SAPS Criminal Clearance Certificate.
- 2 I understand that my voluntary work is not a period of unpaid training and that I do not have any expectation of any future employment.
- 3 I understand that my voluntary work will be unpaid and that there will be no Honorarium nor any expenses due to me or that can be claimed in respect of my voluntary work.
- 4 I acknowledge that during the course of my voluntary work, I may be working with animals and that such work with the animals will be at my own risk.
- 5 I undertake to obey immediately and without query any order, command, demand or request that may be made of me at any time or stage by any employee or authorised agent of the SPCA.
- 6 I understand that the purpose of such order, command or request will be to ensure my personal safety and the safety of others.
- 7 I understand that the SPCA is exempted from any liability including death or bodily injury or damage to any of my property from whatever cause.
- 8 I acknowledge that the SPCA is exempted from any liability including death or bodily injury or damage to any of my property as a result of failure to comply immediately with any order, command, demand or request from any employee or authorised agent of the SPCA.
- 9 I indemnify the SPCA and any of its employees or agents, whether in their capacity as such or in their personal capacity, against any claim by myself, my executors, administrators, heirs or assigns by anyone else claiming through him/her on my behalf in respect of any claim arising from my death or bodily injury or damage to any of my property from whatever cause.
- 10 I am expected to adhere to the same disciplinary code as employees of the SPCA.
- 11 I am responsible for my own medical expenses in case of injury sustained whilst I am fulfilling my voluntary duties at the SPCA.
- 12 I confirm that I have had a tetanus injection.
- 13 I hereby indemnify the SPCA and any of the employees or authorised agents, whether in their capacity as such or in their personal capacity against any loss or damage from any cause whatsoever, which may be sustained as a result of failure to comply immediately with any order, command, demand or request of any employee or authorised agent of the SPCA.
- 14 I further indemnify the SPCA, its directors, office bearers, staff and benefactors against all claims of whatsoever nature by whomsoever which may arise in connection with any incident, accident, injury or any other cause whilst in the voluntary employ of the SPCA.

SIGNATURE

VOLUNTEER INDEMNITY FORM

Ihereby acknowledge that:

- a) I am a voluntary worker at the SPCA;
- b) I am expected to adhere to the same disciplinary code as full-time employees of theSPCA;
- c) I am responsible for my own medical expenses in case of an injury sustained whilst fulfilling my voluntary duties at the SPCA.

I further indemnify the SPCA, its directors, office bearers, staff and benefactors against all claims of whatsoever nature by whomsoever which might arise in connection with any incident, accident, injury or any other cause whilst in the voluntary employ of the SPCA.

Signature

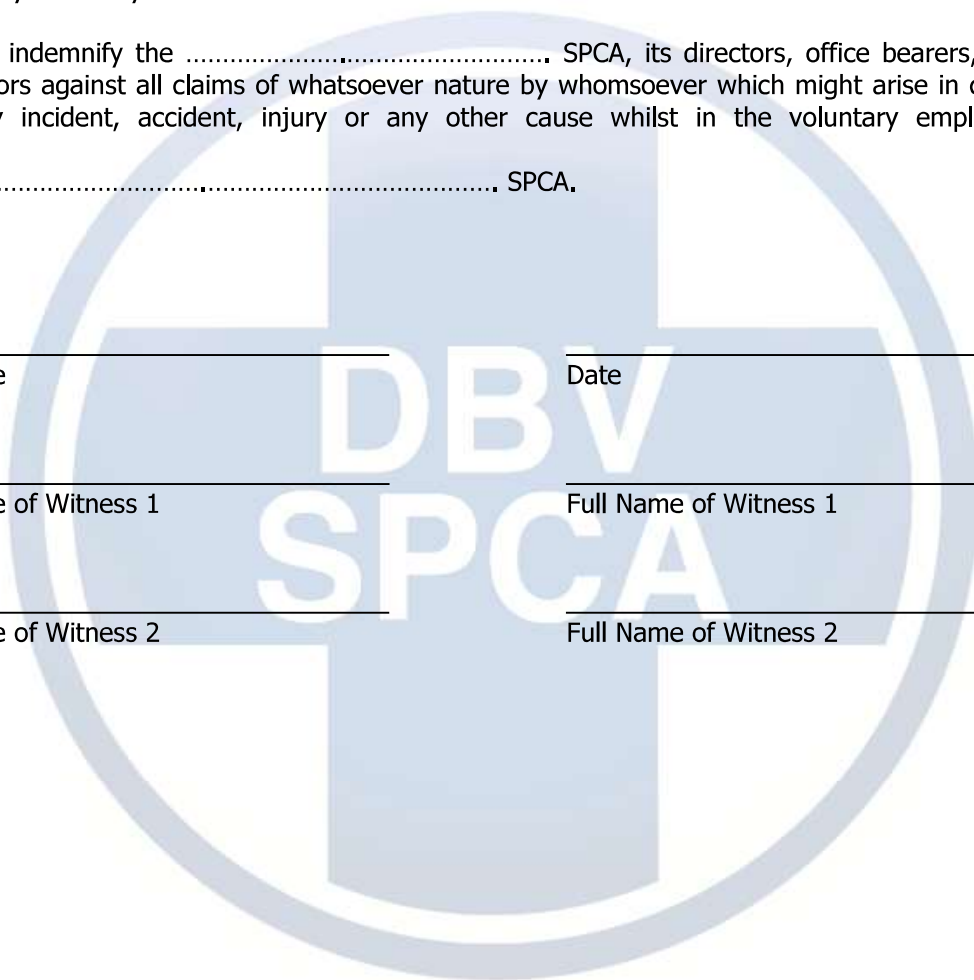
Date

Signature of Witness 1

Full Name of Witness 1

Signature of Witness 2

Full Name of Witness 2



AFFIDAVIT

1.

.....states under oath in English:

2.

I am a(sex).....aged.....with

Identity Number:.....currently residing at

.....

With Telephone No:.....Mobile.....

3.

I hereby certify that I have no criminal convictions.

4.

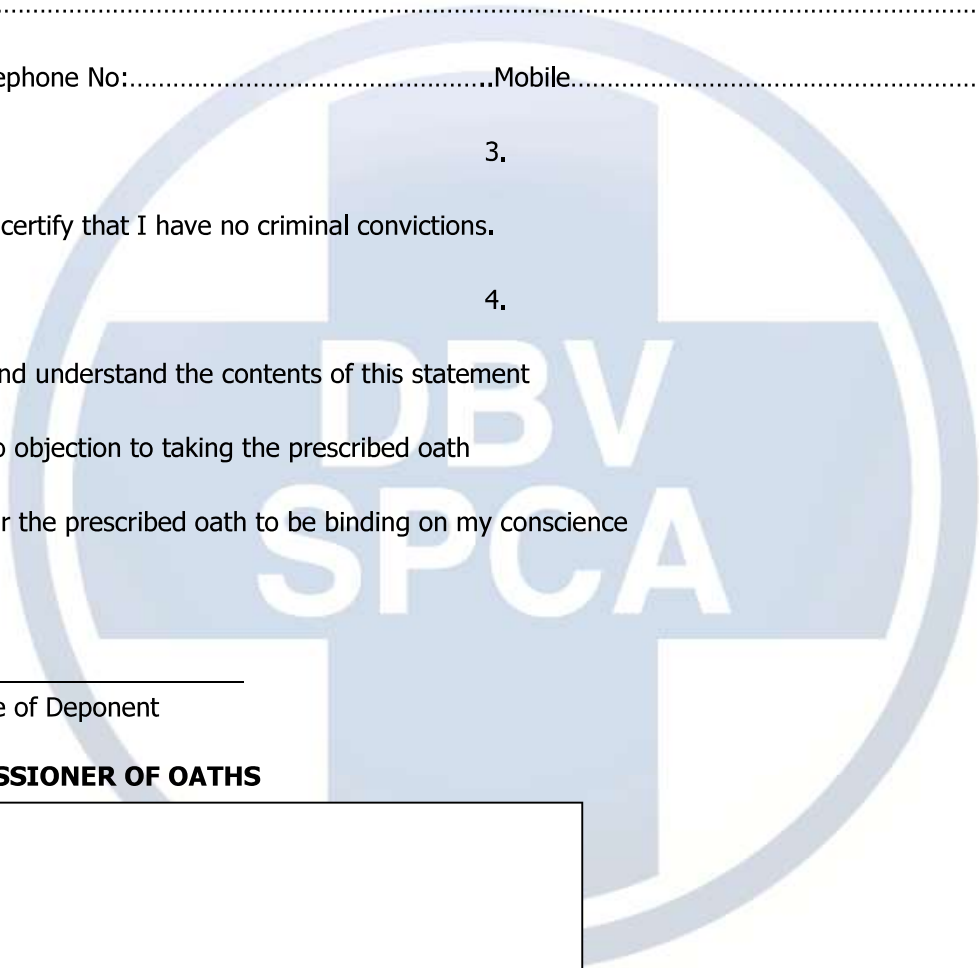
I know and understand the contents of this statement

I have no objection to taking the prescribed oath

I consider the prescribed oath to be binding on my conscience

Signature of Deponent

COMMISSIONER OF OATHS



AUTHORITY TO SEARCH

IID number:.....
am a volunteer at the SPCA, and do hereby grant permission to
any person appointed by theSPCA Manager, to search my person
or vehicle at any time whilst on the property of theSPCA.

I understand that any search of my vehicle will be undertaken in my presence.

Signature

Date

Witness

Date

