



Morti's Used Book Nook and Adoption Cat Lounge Supporting Petaluma PET Pals
Volunteer Application

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Physical Address _____

City _____ State _____ Zip _____

Cell Phone _____

Email Address _____

Emergency Contact Name _____

Emergency Phone _____ Emergency Email _____

Medical Information (allergies, limitations, etc):

Days _____ Hours _____ you are available to volunteer.

I have received and carefully read Morti's Used Book Nook & Cat Adoption Lounge for Petaluma Pet Pals' volunteer information and will return the Release of Liability upon my first day of orientation. _____

Petaluma Pet Pals Mission

Petaluma Pet Pals is a 501c3 non-profit established in 1998 by a group of dedicated animal lovers simply wanting to make a real difference for companion animals and the people who love them!

Our philosophy is first and foremost to encourage and promote spay and neuter, but we also roll up our sleeves and do everything we can to protect, love and care for animals that are in need.

We rescue dogs, puppies, cats and kittens at risk of euthanasia at high kill shelters in the Bay Area and beyond. We rescue, rehabilitate, foster and find loving homes for dogs and cats that would otherwise be euthanized in a high kill shelter or have to defend themselves in the wild.

We offer a spay/neuter discount coupon which is available simply by request. Our hope is that by providing assistance, we encourage spay and neuter amongst the community, and, as a result decrease the number of animals who end up homeless and in our shelter system.

We loan humane traps for feral or community cats to those who are working to Trap, Neuter and Release (TNR) and are practicing proper colony management, including feeding and other care.

Our mission scope continues to grow and expand as we continue to grow!

Morti's Used Book Nook & Cat Adoption Lounge

Morti was a special needs black kitten beloved by all who knew her. She was born with a congenital defect that stunted her growth, but with her sweet disposition and adorable face, she became the light of our lives. Unfortunately despite all our efforts, love and care, she left us too early. She reminded us to never give up on the animals in our care and to continually and passionately advocate for even the smallest amongst us. In her honor, we created Morti's Used Book Nook and Cat Adoption Lounge.

Morti's Used Book Nook & Cat Adoption Lounge was carefully designed for the comfort and care of our adoptable cats. Deliberately cage free, we strive to provide a safe, healthy, fun and stress free environment. Whether they are forward, playful, reserved or shy, Morti's will accommodate each cat's personality and comfort preference. We have an abundance of toys to play with, trees to climb, and many safe places to hide. The goal is that each cat's personality will shine. Second to making sure the cats are safe and happy, Morti's also provides a fun space for adopters to meet and greet their potential new furrfamily member. Finally, to top it off, we have a large selection of books to peruse and free roaming cats to entertain the general public Saturday & Sunday from 12-6pm.

Our Goals as a Used Book Nook & Adoption Lounge

1. To provide a healthy and a stress free environment for the adoptable cats in our adoption program and allow each cat to shine and thrive while waiting for their furrever home.
2. To maintain a clean and properly sanitized space so the cats can stay healthy.
3. To increase awareness of Morti's Used Book Nook and Cat Adoption Lounge in our community.
4. To meet and work with interesting people for a good cause.
5. To offer our customers great service and a pleasant customer service driven shopping and lounging experience.
6. To Provide Financial support for the programs of Petaluma Pet Pals
7. To maximize the value of our donated and purchased merchandise.
8. To make Morti's Used Book Nook & Cat Adoption Lounge for Petaluma Pet Pals the best it can be.

Volunteer Responsibilities

(includes bending, lifting, carrying, push/pull, standing sitting, walking, repetitive scrubbing/ cleaning actions, contact with cleaning/sanitizing chemicals**, simple math skills, effective communications)

- Clean / feed rooms and roaming areas
- Wipe down surfaces
- brush / comb cats
- Clean litter boxes
- Sweep floors
- Monitor / safeguard public interactions with cats
- Help run the register
- Socialize, cuddle and provide gentle pets and attention to our cats
- Vacuum the main areas and private rooms
- Bathroom cleaning and organizing
- Trash / recycling - organize and take out
- Dusting of the shelves
- Filling shelves with the books
- Accept donations and take to the back for sorting & pricing
- Adhere to rules and regulations of mall management.
- Understand and perform SAFE handling of our cleaning and disinfectant chemicals.****Chart attached.**
- Help observe any behavior or health changes with the cats and inform the appropriate person right away.** **List to Follow**

**Petaluma Pet Pals Disinfectant/Cleanser Quick Reference & Safety Handling

Disinfectant	Rescue / Accelerated Hydrogen Peroxide	Bleach	Chlorexidine Solution 2%	Dish Soap
Effective against non-enveloped viruses?	Yes: Dilute 1:32* (half cup per gallon or 1/2 ounce per 16oz spray bottle)	Yes: Dilute 1:32* (half cup per gallon or 1/2 ounce per 16oz spray bottle)	NOT Effective against Viruses but antimicrobial Dilute 1:64 (1/4 cup per gallon or 1/4 ounce per spray bottle)	NO
Effective against ringworm following effective pre-cleaning?	Yes: Dilute 1:16** (1 cup per gallon or 1 oz per 16oz spray bottle)	Yes: Dilute 1:32* (half cup per gallon or 1/2 ounce per 16oz spray bottle)	NO: Minimally anti-fungal	NO
Inactivated by organic material?	Minimal	YES	Use with scrub action to clean (only minimally sanitizes)	Scrub Action to clean
Requires Cleaning as separate step?	Some detergent activity	No detergent activity. Always requires extensive cleaning beforehand	Use with scrub action to clean, but will only minimally sanitize.	First Step Cleaning (Sanitation Step Needed)
Stability when diluted	90 Days	24 hours	30 Days	n/a
Recommended contact time for Sanitization	10 Minutes	10 Minutes	Cleanser	Cleanser
Rinse Required	NO but recommended ***	NO but recommended ***	NO but recommended ***	Yes
Safety Handling	Protect Eyes, USE GLOVES, WEAR N95 Mask (especially when using spray bottle)	Protect Eyes, GLOVES& N95 Mask required (especially when using spray bottle)	Protect Eyes, Gloves Recommended Avoid contact with eyes, ears, and mucous membranes.	Protect Eyes, Gloves Recommended

* FOR DILUTION 1:32 = one part product to 32 parts water, etc.

** Only use 1:16 in cases of Ringworm / enveloped viruses and NEVER use spray bottle at this concentration without a N95 Mask and Eye Protection

*** To remove any residual disinfectant, rinsing housing areas and food/water dishes is always recommended regardless of which product is used.

**Observation is key! Keep an eye out for any change in the cat's normal behavior

- ✓ **Lethargic**, has the cat's energy levels changed
- ✓ **Eating habits**, are they eating and drinking? Are they excited by food/feeding time?
- ✓ **Litter box habits**, are they pooping and peeing? Poop at least once a day.
- ✓ Poop should be like a tootsie roll. Diarrhea issues should be addressed as soon as it is noticed. **(Diarrhea with Vomit – Report this IMMEDIATELY!)**
- ✓ **URI** - Eye or nose snot should be reported as soon as you notice it! Same with sneezing or an eye (or both) being red rimmed or half shut. These are all signs of an URI (upper respiratory infections/kitty cold)
- ✓ **Skin and Coat** Changes? Any fleas or tapeworms?

CODE OF ETHICS FOR VOLUNTEERS:

As a volunteer, I realize that I am subject to a Code of Ethics similar to that which binds the professionals in the fields in which I work. Like them, I assume certain responsibilities and expect to account for what I do. I will keep confidential matters confidential. I interpret “volunteer” to mean that I have agreed to work without compensation in money, but having been accepted as a volunteer who performs work as described above; I expect to do my work according to the standards expressed here. I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, to bring interest and attention to it.

I realize that I may have assets that fellow volunteers may not have and that I could use these to enrich Morti's Used Book Nook & Cat Adoption Lounge of Petaluma Pet Pals for whom we are volunteering. I also realize that I may lack assets that fellow volunteers have, but I will not let this make me feel inadequate but will endeavor to assist in developing good team work. I believe that my attitude should be professional and polite to my fellow volunteers and customers. I believe that I have an obligation to my volunteering, to those who direct it, to my colleagues and to the public. I understand the chain of command within the store and with Petaluma Pet Pals. If I have questions or issues I will take them up with the volunteer manager in order that they may be answered or dealt with in a timely and professional manner. Being eager to contribute to all that I can to support the efforts of Petaluma Pet Pals Rescue, I accept this Code of Ethics for volunteers as my code to be followed.

SERVICE GUIDELINES:

Morti's must maintain a positive image of animal rescue and animal welfare, reflecting a caring atmosphere. The following guidelines will help volunteers build the quality of Morti's.

- The donors are customers and customers are to be treated with kindness and a smile, maintaining a positive attitude. Customer service is our priority!
- The overall cleanliness of the store must be maintained: – Vacuum as needed – Clean as needed – Dust as needed – Inside trash cans emptied daily
- Twice a day AM / PM Feeding, Water & Litter Box Cleaning must happen every day without exception. If you are scheduled for a AM or PM shift and cannot make it, please inform your manager as soon as possible and/or attempt to find an appropriate replacement. Either way, inform your manager as that person is ultimately responsible for the daily care of the cats in the store.
- The lounge is to be open every weekend from 12-6pm. Minimum volunteer needed is 2 people present while we are open and maximum volunteer needs is 6 depending on time of day and any special events.

- Volunteers must always be conscious of the fact that this is a business, relying on the support of customers and customer satisfaction. Everyone is expected to conduct him/herself in a professional manner. If staff or volunteers have complaints or problems, they should be handled appropriately and not within hearing or viewing of the customers/public. Everyone needs to be aware that the roaming room is NOT soundproof and discussions taking place there are easily heard by those outside of this area.
- After 6 weeks of continued inactivity, volunteers are removed from the active volunteer list. (unless otherwise arranged or discussed)

Release and Waiver of Liability

This release MUST be completed, signed and turned in on or before the first day you volunteer with Mortí's Used Book Nook & Cat Adoption Lounge or any events for Petaluma Pet Pals. Once you have returned this waiver, it will be kept on file for five years from date of signature. Please read carefully. This is a legal document that affects your legal rights. _____ (the volunteer), desire to volunteer to perform assigned duties for Petaluma Pet Pals, without compensation, beginning _____ in favor of the Petaluma Pet Pals & Mortí's Used Book Nook and Cat Adoption Lounge, a California nonprofit corporation, its directors, officers, employees, volunteers and agents (collectively "Petaluma Pet Pals"). The Volunteer desires to work as a volunteer for Petaluma Pet Pals and engage in the activities related to being a volunteer (the "activities") The Volunteer understands that the Activities may include volunteering in the Petaluma Pet Pals offices, the Great Stuff Thrift Store and/or Mortí's Used Book Nook, and Adoption Lounge, or at an event. The volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

RELEASE AND WAIVER – Volunteer does hereby release and forever discharge and hold harmless Petaluma Pet Pals and its successors and assigns from any and all liability, claims and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from Volunteer Activities with Petaluma Pet Pals. Volunteer understands that this Release discharges Petaluma Pet Pals from any liability or claim that the Volunteer may have against Petaluma Pet Pals with respect to any bodily injury, personal injury (physical and/or mental), illness, death, or property damage that may result from Volunteer's Activities with Petaluma Pet Pals, whether caused by the negligence of Petaluma Pet Pals or its officers, directors, employees, or agents or otherwise. The volunteer also understands that Petaluma Pet Pals does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or death.

VOLUNTEER STATUS: I understand and acknowledge that I am engaging in this activity as a volunteer and not as an employee, agent, official, officer, or representative of Petaluma Pet Pals or of the State of California. I further acknowledge that I may not be entitled to any compensation, benefit, or insurance coverage from Petaluma Pet Pals. I understand and acknowledge that Petaluma Pet Pals can terminate my status as a volunteer at any time and for any reason. I will not participate if I am under the influence of alcohol or any drug that could impair my physical or mental abilities.

CONFIDENTIALITY: In the course of my service I may learn of, be told, or be asked to relay information of a private, confidential or privileged nature. I will not, under any circumstance, disclose private, confidential or privileged information unless explicitly directed by the designated managing supervisor with express authority to give such direction. I agree not to take or post any photos of a sensitive and/or private matter for personal use or for sharing on social media without express permission from the designated managing supervisor.

MEDICAL TREATMENT – Volunteer does hereby release and forever discharge Petaluma Pet Pals from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Petaluma Pet Pals.

ASSUMPTION OF RISK – The volunteer understands that the Activities includes work that may be hazardous to the Volunteer, including, but not limited to, lifting, climbing, facility repairs, loading and unloading, transportation to and from the work sites, and working with and around victims of abuse. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Petaluma Pet Pals from all liability for injury, illness, death, or property damage resulting from the activities. The volunteer agrees to follow all applicable policies and procedures for safety purposes.

INSURANCE – The Volunteer understands that, except as otherwise agreed to by Petaluma Pet Pals, in writing, Petaluma Pet Pals does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

THEFT AND DAMAGE – I shall assume all risk of loss, theft, or damage to any of my personal property, equipment or supplies arising from or connected with services I perform for the Petaluma Pet Pals.

BACKGROUND CHECK – Volunteer understands that Petaluma Pet Pals reserves the right to run a criminal background check and/or sex offender registry check on volunteers, and that the results of said background check may affect the Volunteer’s status with Petaluma Pet Pals.

OTHER – Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. The Volunteer acknowledges with the signature below that she/he has fully reviewed this Release, and understands its contents.

SIGNATURE

I am over the age of eighteen and legally competent to sign this liability release or I have acquired the written consent of my parents or guardian. I understand that the terms herein are contractual and not a mere recital, this instrument is legally binding, and I have signed this document of my own free act. I have read the volunteer responsibilities above and understand that as a volunteer I will adhere to them and act in a respectful manner while representing Petaluma Pet Pals. I HAVE CAREFULLY READ THIS AGREEMENT AND WAIVER AND RELEASE OF LIABILITY AND FULLY UNDERSTAND ITS CONTENT AND MEANING. I AM AWARE THAT THIS FORM IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME, THE ABOVE NAMED INDIVIDUAL AND PETALUMA PET PALS.

Signature of Volunteer: _____ Date: _____

Signature of Volunteer Manager: _____ Date: _____