

**VOLUNTEER APPLICATION**

Thank you for your interest in volunteering with GRRRI! Our rescue group is staffed solely by volunteers who take time from their busy lives to help these beautiful dogs in need.

GRRRI concentrates its efforts on helping Golden Retrievers throughout New Jersey. Most of our volunteers reside in New Jersey, but we also welcome volunteers from Pennsylvania and New York .

Please take a few minutes and tell us about yourself. Shortly after we receive your application, a member of our volunteer staff will contact you to discuss your areas of interest and how you can help GRRRI. Thank you!!

**General Information:**

Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Applicant Home E-Mail: \_\_\_\_\_ Applicant Work E-Mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_

Co-Applicant Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Co-Applicant Work Fax: \_\_\_\_\_

Co-Applicant Home E-Mail: \_\_\_\_\_ Co-Applicant Work E-Mail: \_\_\_\_\_

Co-Applicant Occupation: \_\_\_\_\_

How did you hear about GRRRI? \_\_\_\_\_

**Areas of Interest (please check ALL that apply):**

\_\_\_\_ Organizing & Staffing GRRRI Events

\_\_\_\_ Conducting Home Visits

\_\_\_\_ Participating in GRRRI Fund Raising Efforts

\_\_\_\_ Covering the Intake Hotline & Processing Dogs Entering the Program

\_\_\_\_ Conducting Interviews with Adoption Applicants

\_\_\_\_ Fostering (Please also complete the fostering application which follows)

\_\_\_\_ Conducting Behavioral Prescreening Evaluations of Dogs

\_\_\_\_ Providing Transportation for Rescued Dogs

Other (please list) \_\_\_\_\_

**Special Skills and/or Contacts:**

Please list any special skills, and/or networking contacts that you have or can utilize for rescue purposes (i.e., skills such as sewing, public speaking, photography, journalism/writing skills, etc., or contacts with groomers, vets, dog trainers, etc.)

And of course, we'd LOVE to hear about your Golden!

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fostering Information:**

**(NOTE: Complete this section ONLY if you are applying to become a GRRRI foster home)**

Your age(s)\_\_\_\_\_ Do you have children? \_\_\_\_ If yes, how many? \_\_\_\_\_

Age/Gender of your kids:\_\_\_\_\_

Does anyone in your family have allergies? If yes, please explain: \_\_\_\_\_

Does anyone in your family have asthma? \_\_\_\_\_ If yes, please explain:\_\_\_\_\_

Do you: Own:\_\_\_\_ Rent:\_\_\_\_ House:\_\_\_\_ Apt:\_\_\_\_ Setting: City\_\_\_\_ Suburb \_\_\_\_ Rural \_\_\_\_ Other \_\_\_\_\_

If you have a lawn, is it chemically treated? \_\_\_\_\_ Do you have a fenced yard? \_\_\_\_\_ If yes, how high: \_\_\_\_\_Approximate dimensions: \_\_\_\_\_

What type of fence: \_\_\_\_\_ Where will the golden be kept during the day? \_\_\_\_\_

At Night?\_\_\_\_\_ Is anyone home during the day? \_\_\_\_ Who? \_\_\_\_\_

How many hours per day will the dog be left home alone? \_\_\_\_\_

Who will be primarily responsible for the care of this animal? \_\_\_\_\_

Where will this animal be exercised each day?\_\_\_\_\_

Will this be your first dog?\_\_\_\_ Your first Golden?\_\_\_\_ Other breeds owned:\_\_\_\_\_

Do you currently have other pets?\_\_\_\_ If yes, type of animal(s) -- please include Name, Age, Gender, Altered, Declawed, & Personality Characteristics \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had other pets in the past 10 years? \_\_\_\_\_ If yes, type of animal(s), Name, Age, Gender, Altered, Declawed \_\_\_\_\_ Where are they now? \_\_\_\_\_

Rescue Golden's range in age. What age will you consider fostering: 1-3\_\_\_\_ 3-6\_\_\_\_ 6-9\_\_\_\_ 9+\_\_\_\_\_

Any Age\_\_\_\_ Do you prefer: Male\_\_\_\_ Female\_\_\_\_ Does not matter \_\_\_\_\_

Check off the traits that are most important to you: Good with Children\_\_\_\_ Good with Dogs \_\_\_\_\_

Good with Cats \_\_\_\_\_ Travels well \_\_\_\_\_ Friendly \_\_\_\_\_ Plays Fetch \_\_\_\_\_ Low Energy Level \_\_\_\_\_

High Energy Level \_\_\_\_\_ Won't Need Obedience Training \_\_\_\_\_ Needs No Medical Care \_\_\_\_\_

Will you consider crating the dog? \_\_\_\_\_ Activity level you want -- or cannot tolerate

\_\_\_\_\_

Have you participated in obedience training with a dog? \_\_\_\_\_ Do you plan to train your foster dog? \_\_\_\_\_

References: Please give the names and phone numbers of two references:

1. \_\_\_\_\_

2. \_\_\_\_\_

Please give the name, address and phone number of a Veterinary Reference: \_\_\_\_\_

\_\_\_\_\_

List other rescue organizations to which you have applied and/or volunteered with: \_\_\_\_\_

\_\_\_\_\_

### Fostering Agreement

**NOTE: Complete this section ONLY if you are applying to become a GRRRI foster home**

I, \_\_\_\_\_, agree to act as a Foster Home for Golden Re-Triever Rescue, Inc. (GRRRI) I

understand and accept the following conditions as they apply to fostering GRRRI dogs:

1. The animal(s) will remain the property of GRRRI and will be turned over immediately upon request to an officer of GRRRI.
2. The animal(s) will be kept in the house or in a suitable kennel facility on the grounds of the foster home and will not be allowed off-leash in an unfenced area unless accompanied by and in the secure control of an adult.
3. Food will be provided by the foster family at their expense.
4. Veterinary costs will be paid for (or reimbursed) by GRRRI, but the foster family must receive prior approval before obtaining such services except in emergency situations. In a true emergency, the foster family is authorized to sign for and consent to all reasonable and necessary veterinary procedures. This contract is proof of such authority.
5. All other expenditures must be approved in advance by an officer of GRRRI. The foster family may be responsible for expenditures which do not have the pre-approval of GRRRI.
6. Heartworm preventative and all other medications the animal(s) requires will be paid for (or reimbursed) by GRRRI. The foster family will ensure that animal(s) receive these medications per the instructions provided by GRRRI and/or the vet providing care for the animal(s).
7. If provided with an identification tag, this tag will remain affixed to the animal's collar at all times. Foster families are also encouraged to affix an identification tag giving the family's address and phone number.
8. The animal(s) will be released for adoption into a permanent home only under the supervision of GRRRI to a family approved by GRRRI. Adoptive families may be contacted occasionally by the foster family to inquire about the animal(s) as long as the adoptive families are accorded respect and privacy.



## **GOLDEN RE-TRIEVER RESCUE BUSINESS CONDUCT GUIDELINES**

### OUR MISSION:

Golden Re-Triever Rescue of New Jersey (GRRJ-NJ) is a non-profit organization staffed exclusively by un-paid, concerned Golden Retriever owners and breeders who have joined together for a common purpose – to find permanent loving homes for homeless, abandoned, neglected, abused and unwanted purebred Golden

Retrievers.

### PERSONAL CONDUCT

GRRJ-NJ's reputation for integrity and business ethics should never be taken for granted. To maintain that reputation, all of our volunteers must follow our Business Conduct Guidelines and exercise good judgment in their decisions and actions. Our organization's reputation and integrity are in their hands.

Likewise, we should respect the personal dignity, privacy and rights of each individual member. We need to work together as a unified team, remembering our sole focus is what is best for the dog.

Should the Board of Directors of GRRJ-NJ find that any member's conduct adversely affects the reputation of the organization as a whole, or any of its volunteers, that member shall be subject to disciplinary measures, including dismissal.

### ENVIRONMENT

GRRJ-NJ maintains an environment that is free of discrimination or harassment based on race, color, religion, sex, sexual orientation, age, national origin or disability. GRRJ-NJ will not tolerate any sexual advances, actions or comments or racial or religious slurs, jokes or any other comments or conduct that creates, encourages or permits an offensive or intimidating environment. This applies to both group communications and one-on-one communications that contain rescue content. Other unacceptable behaviors include threats, violent behavior, use of obscenities and personal slander.

If you believe you are the subject of such conduct, you should notify the Board of Directors with substantiated proof so that your complaint may be investigated. Any volunteer who has been found to have engaged in such behavior will be subject to disciplinary action or dismissal from rescue.

#### INDIVIDUAL PRIVACY AND INTERNAL COMMUNICATIONS SYSTEMS

All volunteer membership listings are for internal-use only and should not be distributed to anyone outside of our organization. No volunteer's home address, telephone number or email address should be given to anyone without first obtaining their approval to release such information.

The URL and pass codes for our volunteer website, and any distribution lists on said website, are for internal use only, and should not be released to anyone outside of our organization.

Any volunteer who has been found to have violated the privacy of an individual or our organization will be subject to disciplinary action or dismissal from rescue.

#### PROPRIETARY INFORMATION

All information on GRRI-NJ adoption applications, adoption interviews, and intake profile documents and database contents are confidential. This information should not be divulged to anyone who does not have a direct need-to-know for this information.

All documentation must be kept in a secure location. This applies to both internal volunteer data as well as adoption files and data on the internet.

#### REQUESTS FOR INFORMATION AND CONTACT FROM THE PRESS

Any requests for information from the press/media should be directed to the Board of Directors. You should not initiate contact with any media without the authorization of the Board.

REPORTING AND RECORDING INFORMATION

You must report and record all information accurately and honestly. This includes information gathered from surrendering dog owners (intake), adoption applicants (interview process), and disclosure of information about an accepted intake dog to potential adopters (intake).

EXPENSE REIMBURSEMENT

Volunteers are entitled to reimbursement of approved expenses – but only if those approved expenses were incurred. Supporting documentation must be submitted to the Treasurer with an explanation for the expense. Any submission of false expenses is dishonest and disciplinary action may be taken, including dismissal.

COMPLIANCE WITH BUSINESS CONDUCT GUIDELINES

All active volunteers will be asked to review the Business Conduct Guidelines and certify that they have done so on an annual basis. This certification must be submitted at the time the Volunteer Application is submitted, and will be filed with said application. Refusal to sign the certification will result in the revocation of the active member status and involvement in the rescue process.

Business Conduct Guidelines Certification

By signing below I certify that I have read – and understand – the contents of the Business Conduct Guidelines for Golden Re-Triever Rescue, Inc. and will comply with these guidelines.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please mail these completed forms and dues to:  
GRRJ-NJ  
116 Northfield Road  
Parsippany, NJ 07054**

**Thank you AGAIN for your interest in helping our Goldens!**