

OFFICE USE ONLY

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

Orientation date: \_\_\_\_\_

Confirmed for FO:      Yes      No



## Volunteer Application: Foster Program

Tell us how you heard about the OHS foster program (check all that apply):

Facebook

Public print ad

OHS website

OHS volunteer referral

Other (please specify): \_\_\_\_\_

### A. Personal Profile

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

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone:      Home                                      Work                                      Cell

E-mail: \_\_\_\_\_

Can you transport your foster animal to and from the OHS as needed?      Yes      No

Are there children living in or frequently visiting your home?      Yes      No

a. If yes, please list their ages: \_\_\_\_\_

b. Do they have experience and are comfortable around animals?      Yes      No  
i. If yes, what species are they comfortable around?      Cats      Dogs      Small Animals  
(rabbit, guinea pig, hamster, bird, etc.)

Do you live with anyone who will be assisting you in your foster volunteer duties?      Yes      No

a. If yes, please list their name(s) and your relation(s):  
\_\_\_\_\_  
\_\_\_\_\_

b. All volunteers must be over the age of 18. Are those identified above willing to attend a foster volunteer orientation too?      Yes      No



**B. Becoming a Foster Volunteer**

Why do you want to become a foster volunteer?

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Please list any other animal foster or rescue programs that you actively volunteer your time with (including feral cats):

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We ask foster volunteers to make a commitment of one year to the foster program. Is there anything in the next year that will prevent you from maintaining this commitment (for example: traveling down south for the winter)?

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How many hours will your foster animal(s) be alone each day? \_\_\_\_\_ hours \_\_\_\_\_ minutes

Animals needing foster are usually in need of help for a medical and/or behavioural challenge. Please indicate which animals you are interested in fostering (check all that apply; select a minimum of two choices):

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| Orphaned kittens                 | Cats needing pre/post-surgical care |
| Sick cats                        | Sick kittens                        |
| Nursing and/or pregnant cats     | Injured cats                        |
| Cats with behavioural challenges | Small animals                       |
| Orphaned puppies                 | Sick dogs                           |
| Sick puppies                     | Dogs needing pre/post-surgical care |
| Nursing and/or pregnant dogs     | Injured dogs                        |
| Dogs with behavioural challenges |                                     |

Do you have experience administering medication to animals?                      Yes      No

If yes, please describe:

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Please provide a brief description of your experience working with very young, ill, injured, or under socialized animals:

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Foster volunteers participate in training to ensure they have the skills needed to help animals in their care. Training sessions are typically one hour long. More complex cases require volunteers to participate in more than one training session, which can be completed over time.

Are you willing to participate in all necessary training to perform your duties as a foster volunteer?

Yes    No

Once trained, are you willing and able to administer medication (orally, topically, etc.) to your foster animal (if needed)?    Yes    No

If no, please explain why: \_\_\_\_\_

Once trained, are you willing and able to perform more complex medical-related tasks to your foster animal to help with their medical recovery:

- Cast maintenance and/or physiotherapy to help with orthopedic recovery:    Yes    No
- Subcutaneous fluid administration:    Yes    No
- Grooming/cleaning soiled body parts (e.g. due to obesity):    Yes    No
- Nail trimming:    Yes    No
- Bathing (to aid in skin-related recovery):    Yes    No

We do our best to ensure that all animals being placed into foster care are diagnosed and treated appropriately; however, it is possible that an animal with an **unknown illness** could be placed in foster care. As such, this is a risk we must ensure our foster volunteers understand. Are you comfortable taking in a foster animal that has a possible unknown illness or condition?    Yes    No

If no, please explain why:

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The goal of the OHS foster program is to provide as many animals as possible with a second chance for a bright future. While it is possible to rehabilitate most animals that are fostered, there may be occasions when a decision to euthanize is made in the best interest of the animal. This decision is the sole responsibility of the OHS. Please describe your concerns and beliefs on this, making reference to your ability to accept such a decision.

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### C. Feline Fostering

Please complete this section if interested in fostering felines—if not interested, please go directly to section D.

Foster cats must be kept in a specific area of the home, away from all resident pets, for their safety and wellbeing. Are you willing and able to isolate your foster cat for the duration of the foster placement:

Yes    No

Please describe the area where your foster feline(s) will be kept while in your care:

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Are you willing and able to foster a vocal cat?                      Yes    No

Comments: \_\_\_\_\_  
\_\_\_\_\_

Once trained and with the proper support from the foster team, are you willing and able to provide training to a cat with a behavioural challenge using reward-based techniques?                      Yes    No

If yes, are you willing and able to help a foster cat that is:

- In need of monitoring to ensure proper litter-box manners:                      Yes    No
- Timid/shy/fearful:                      Yes    No
- Not very comfortable with being petted/handled:                      Yes    No
- Over-stimulated/rough-player:                      Yes    No

Are you willing and able to dedicate the time and attention required to provide the necessary socialization and enrichment to litters of kittens, consistent with foster homecare instructions?

Yes    No

How much time are you able to dedicate each day to training your foster cat or kitten?

\_\_\_\_\_ hours \_\_\_\_\_ minutes

If applicable, please list any relevant skills/areas of expertise you have working with cats:

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**D. Canine Fostering**

Please complete this section if interested in fostering canines—if not interested, please go directly to section E.

How much time are you able to dedicate each day to exercising and training your foster dog or puppy?  
 \_\_\_\_\_ hours \_\_\_\_\_ minutes

Some dogs need to have access to fully fenced-in yard, as they need off-leash time. Do you have a fenced-in yard to help a dog in need?                      Yes      No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Are you willing and able to foster a vocal dog?                      Yes      No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Many animals have accidents when transitioning environments. Are you willing and able to foster a dog that may house soil?                      Yes      No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Do you have a quiet or active household?                      Quiet                      Active  
 a. If quiet, are you willing and able to foster a high energy dog?                      Yes      No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Do you have a dog of your own?                      Yes      No  
 a. If yes, does your dog get along with other dogs?                      Yes      No

b. If yes, are you willing to participate in a dog-to-dog introduction pre-foster placement, if needed to ensure the dogs get along?                      Yes      No

Do you own a cat or a “house” rabbit (lives out of enclosure)?                      Yes      No

a. If yes, are you willing and able to isolate your resident pet from your foster dog, if needed, for their safety?                      Yes      No

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Once trained and with the proper support from the foster team, are you willing and able to provide training to a dog with a behavioural challenge using reward-based techniques?                      Yes      No

If yes, are you willing to provide training to help a dog that is:

- In need of leash training and/or learning how to walk properly on a leash:                      Yes      No
- Reactive towards other dogs:                      Yes      No
- Protective (i.e. towards objects, people, property, etc.):                      Yes      No
- Timid/fearful:                      Yes      No
- Mouthy/intrusive:                      Yes      No
- Not very comfortable with being petted/handled:                      Yes      No
- Lacks manners:                      Yes      No



From time to time, the OHS has dogs that show signs of separation anxiety (fear of being alone). With training and support from the foster team, are you willing and able to supervise your foster dog at all times to monitor potential or true separation anxiety?                      Yes      No

If applicable, please list any relevant skills/areas of expertise you have working with dogs:

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**E. Small Animal Fostering**

Please complete this section if interested in fostering small animals (rabbit, guinea pig, hamster, bird, etc.)—if not interested, please go directly to section F.

For their safety and wellbeing, small animals must be kept in their provided enclosure, away from resident pets, with the exception of supervised out-of-cage time, in a specific area of your home. Are you willing and able to keep your foster small animal separated from resident pets and safe, in their enclosure, for the duration of the foster placement:      Yes      No

Please describe the area where your foster small animal will be kept while in your care:

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Are you willing and able to provide daily, supervised out-of-cage time for your foster small animal?  
Yes      No

How much time are you able to dedicate each day to training and/or socializing your foster small animal? \_\_\_\_\_ hours \_\_\_\_\_ minutes

Once trained and with the proper support from the foster team, are you willing and able to provide training to a small animal with a behavioural challenge using reward-based techniques?  
Yes      No

If yes, are you willing and able to help a foster small animal that is:

- In need of litter-box training:      Yes      No
- Timid/shy/fearful:      Yes      No
- Not used to being petted/handled:      Yes      No
- Territorial:      Yes      No

If applicable, please list any relevant skills/areas of expertise you have working with small animals:

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**F. Resident Pet(s) Profile**

Not applicable, I do not have a pet.

Please list **all** pets that are currently part of your household.

Species	Breed	Age	Sex	Sterilized	Type of vaccine NOTE! *see list below	Date of vaccine

**\*Mandatory vaccine requirements:**

- Canine vaccines include: DHLPP (*Distemper, Hepatitis, Leptospirosis, Parvo, Parainfluenza*) *Bordetella (kennel cough)* and rabies
- Feline vaccines include: FVRCP (*Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia*) and rabies

To help us make the best possible animal matches, please disclose any medical or behavioural challenges your resident pet has that you feel we should know about:

\_\_\_\_\_

Please provide your veterinarian’s name and phone number:

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

Please provide the names and phone numbers of two personal reference:

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

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

*I certify that the above information is true and correct. I understand that any falsification of the above information may be grounds for denial of this application or termination of my volunteer status. I authorize the OHS to contact my veterinarian and references listed above. I authorize the OHS to conduct an on-site inspection of the premises where the animal will be fostered. I acknowledge that this application remains the property of the Ottawa Humane Society.*

Signature: \_\_\_\_\_

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



### Foster Program Volunteer Agreement

I understand that the Ottawa Humane Society (“OHS”) is a registered charity with a Mission “To lead Ottawa in building a humane and compassionate community for all animals.”

In order to meet the goals set out in the Mission, the OHS relies on the donated time of volunteers to work in various volunteer programs. I hereby agree to accept a non-paid volunteer placement to work in a **voluntary** capacity for the OHS Foster Volunteer Program (“Volunteer Program”).

#### Ottawa Humane Society:

- Provides the volunteer with OHS Foster Volunteer Orientation
- Provides training as applicable to the Foster Volunteer Program in which the volunteer will be providing services as a volunteer, and as may be required by law
- Designates the foster department staff as the OHS point of contact on all foster-related matters, in which they will be available for discussions concerning any problems or suggestions
- Provides all volunteers with a copy of the OHS complaints procedure
- Provides all volunteers with a copy of such policies and procedures as may be required by law or as the OHS deems necessary for the volunteer to perform his/her donated support services
- Retains all rights and ownership of all animals in the Foster Program and has the right to recall any fostered animal to the shelter at any time
- Makes all decisions regarding animals placed in foster care
- Prioritizes placements of OHS animals to foster volunteers based on the needs of the animals, and the volunteer’s experience and ability
- Provides food, medication (if needed), cat litter and any other necessary supply required for the success of the foster animal to foster volunteers and is not responsible for any other foster expenses not agreed upon in advance
- Does not require prior notice for the repossession of an animal, when a foster volunteer fails to bring the animal back to the OHS as requested
- Retains the right to visit a foster home at any time, providing that the foster volunteer is given prior notice
- Will not be held liable for any injury, illness or damage to persons or property, including to owned animals, while an animal is in the foster home or care of the foster volunteer

#### As a volunteer I:

I understand volunteers must be at least **18 years** of age

Agree to attend a Foster Program Volunteer Orientation prior to fostering

Agree to participate in all necessary training to perform my role

Agree to adhere to home care instructions, which detail all medical and/or behavioural needs, and further agree to provide all treatment and/or reward-based training required

Agree to only provide care for OHS foster animals in my possession and understand that OHS foster animals must not be left under anyone else’s care, without authorization from the OHS





Agree not to travel with my foster animal nor take my foster animal anywhere that has not been approved by an authorized OHS employee

Agree to have my owned animals spayed or neutered and be up-to-date on vaccines before bringing an OHS foster animal into my home [Canine vaccines include: DHLPP (*Distemper, Hepatitis, Leptospirosis, Parvo, Parainfluenza*) *Bordetella* (*kennel cough*) and rabies; feline vaccines include: FVRCP (*Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia*) and rabies.]

Agree to isolate OHS foster animals from existing pets in the household consistent with the foster manual and orientation

Agree to keep OHS foster dogs on-leash, at all times, when in public, and to isolate dogs with kennel cough from other dogs when in public and to refrain from visiting dog parks

Agree to contact the OHS for all foster animal care needs and questions and will adhere to the emergency protocols provided in the foster manual

Agree to return OHS foster animals, as soon as they are well and/or upon request by the OHS

Agree to direct all adoption inquiries about their foster animals to the OHS Adoption Centre

Agree not to adopt my foster animal

Agree to use only low-stress handling techniques and reward-based training methods, as approved by the OHS

Recognize that my services are provided strictly in a voluntary capacity, and without any remuneration or compensation for the services provided as a volunteer. For greater clarity, acknowledge I will not receive any salary, employee benefits, including employment insurance programs, worker's compensation or payment of any kind

Acknowledge I am not an employee of OHS for any purpose whatsoever. Furthermore, in providing services under this Foster Program Volunteer Agreement, I will not be an "employee" or "worker" in the employ of OHS, as those terms are understood under the *Employment Standards Act*, the *Income Tax Act*, the *Labour Relations Act*, the *Workplace Safety and Insurance Act*, the *Human Rights Code* or any other legislation or regulation applicable to the parties

Agree not to represent the OHS outside my capacity as a volunteer and, if applicable, I further agree not to access workplaces restricted to OHS staff

Agree to be present for scheduled appointments and to carry out volunteer duties promptly and reliably

Agree to familiarize myself and comply with the OHS's policies and procedures

Agree to provide my home address, telephone number, email address and mobile phone number (if any) to the OHS to enable the OHS to contact me when necessary and I consent to the collection, retention and use of this information and other information collected pursuant to this Foster Program Volunteer Agreement

Agree to hold absolutely confidential all information that may be obtained, directly or indirectly, concerning clients, animals and staff. I agree not to seek to obtain confidential information from clients or others and these obligations will extend beyond the termination of this Foster Program Volunteer Agreement



Agree to waive on behalf of myself, and my heirs, administrators and assigns, to be deemed to have waived, any and all claims against the Ottawa Humane Society, its officers, employees or agents from any and all liability, including claims for damage, injury or loss of earnings as a result of injury or accident in connection with volunteering. Further I indemnify and save the OHS, its officers, employees and agents from any and all liability insured by any or all of them, whether resulting from this contract or a breach thereof of my volunteer work. These obligations will extend beyond the termination of the Foster Program Volunteer Agreement

Fully understand and agree that either failure to comply with any and all of the obligations outlined in the Foster Program Volunteer Agreement or for any reason whatsoever, while performing my volunteer services, the OHS, at its sole discretion, may immediately terminate this Foster Program Volunteer Agreement and the volunteer placement

I have read and understand each of the above conditions. If any provision of this Foster Program Volunteer Agreement is deemed by lawful authority to be contrary to law, the remaining provisions of this Foster Program Volunteer Agreement shall be construed with any modifications necessary so as to ensure those remaining provisions apply.

My signature below indicates that I agree to comply with them.

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<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
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<b>OHS Representative</b>	<b>Signature</b>	<b>Date</b>
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I consent to receive electronic communication from the Ottawa Humane Society.

**Personal information provided by you may be used pursuant to the OHS Privacy Policy available online at [www.ottawahumane.ca](http://www.ottawahumane.ca) or by contacting the privacy officer at 613-725-3166 ext. 246. Information may be used for purposes of follow-up, future OHS communications and solicitations, and statistical analysis.**