

Speak Out  **for animals**
VOLUNTEER APPLICATION FORM

Personal Information:

Name

Gender

Address

Phone

Email address

Current occupation / study

Work Study (Full time Part time)

Unemployed

Details _____

Emergency Contact Details:

Name _____

Relationship to you _____

Phone _____

Experience and qualifications. Please provide details of experience relevant to this role

Please tick any of these skill areas if they relate to you:

Training or education in law, conservation or related field

Communication (oral/written)

Experience in community organizing/outreach/related

knowledge in drafting contracts/concept notes/proposals or related documentation

Experience working with young people

Other _____

Please elaborate on these experiences in the space below:

Highest education qualification achieved?

What are your Interests related to animal protection/conservation

Why are you interested in becoming a SOFA volunteer?

Availability Full Time Part Time **If part time please indicate* M T W T F

Terms and Conditions

Wages

- It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
- Transport allowance of \$100 shall be provided every month.
- Per Diem is \$25 per day to cover meals while traveling on SOFA business.
- SOFA will reimburse any personal funds used for SOFA business only.

Work

- Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services/duties, and to participate in any training required by the organization in order to perform the voluntary services/duties.
- All work is subject to approval by the Director, E. Chinoda.
- All outgoing emails should carry the above named directors email in the **BCC** field.
- Work starts at 9am and ends at 5pm (Monday-Friday)

Confidentiality Policy

During your volunteering with SOFA you may have access to information of a confidential nature in order to carry out your role. We have a responsibility to ensure individuals and other organizations can trust us, and so we ask anyone who has access to sensitive information to be clear on what they can and cannot access or share. Confidential information may be written, spoken or electronic and may include:

- phone conversations
- emails/letters

- documents or contracts
- commercially sensitive information about the organization's activities, finances or planning

Confidential information is held on trust and should not be discussed outside SOFA or in general conversation, and must not be used for your own purposes. Your duty of confidentiality is indefinite and continues after your involvement with the organization has finished. During your volunteering with the organization you may be provided with access to the network and be given a SOFA email address. All emails sent from a SOFA email address are regarded as official documents and should not be used for personal use.

Code of Conduct

SOFA maintains a strict code of conduct (the code) for volunteers in the programs/projects it engages in that is intended to protect the volunteers, the communities it serve and SOFA itself.

The Code requires the following:

1. Volunteer agrees to maintain high standards of respect for SOFA, its beliefs and customs, and the mission and reputation . Volunteer will comply with instructions from the SOFA staff with respect to proper behavior and will seek advice from those representatives if he or she is in doubt about whether particular behavior is appropriate or not. Volunteer's participation in the Program may be terminated at any time for failure to adhere to these standards, as determined by SOFA in its sole discretion.
2. Without limiting the general standard set forth above, at no time may Volunteer:
 - (a) Authorize the use of, or use for the benefit or advantage of any person, the name, logo, endorsement, services, or property of SOFA, except in conformance with SOFA policy.
 - (b) Publicly utilize any SOFA affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of SOFA.
 - (c) Disclose any confidential SOFA information that is available solely as a result of the volunteer's affiliation with SOFA to any person not authorized to receive such information, or use to the disadvantage of SOFA any such confidential information, without the express authorization of SOFA.
 - (d) Operate in any matter that is contrary to the best interests of SOFA.
3. Volunteer further understands that the following acts constitute a violation of the Code: (a) Stealing or lying; (b) Engaging in activity that may cause danger or distress to SOFA's staff and donors/associates/affiliates (c) Engaging in illegal activities.

Termination

Volunteer services can be terminated upon a two week notification by either party.

I hereby acknowledge that I have read and understood the contents of this form and Code of Conduct and that I agree to follow these standards. I understand that I must behave in a manner that respects the values of the organization and adhere to the standards of behavior outlined herein. I understand that any action inconsistent with the Code or failure to take action mandated by the Code may result in disciplinary action up to and including removal from SOFA.

Signature _____

Name _____

Date _____