



Volunteer Confidentiality Agreement

Please complete this form then email it to cats@ffarq.com.au the same day.

This is an Agreement between Furry Friends Animal Rescue QLD (**FFARQ**) and _____ (**the Volunteer**).

With signing this Agreement and in accordance to the Volunteers commencement with FFARQ, both parties agree to the following:

- (a) this Agreement is effective from the execution date;
- (b) the Volunteer understands and accept the terms of this Agreement; and
- (c) a breach of this Agreement may result in the Volunteer being immediately dismissed from their volunteer position with FFARQ.

A. Confidential Information:

During your time volunteering for FFARQ, you may become aware of Confidential Information regarding the organisation (FFARQ), individuals, third parties associated with FFARQ and other rescue organisations.

Confidential Information means privileged information or material that is valuable to FFARQ and is not readily available to the public or other organisations.

This information includes the following (but is not limited to):

1. FFARQ

Information concerning the organisation in relation to the structure, technical information, products and services, correspondence, financial information, contracts or agreements with third parties (including veterinary clinics, pounds/shelters), business plans, private information of staff and volunteers, donators, customers, supporters.

2. Individuals

Information concerning staff, volunteers, and the public (foster carers, adopters, donators and persons surrendering an animal to FFARQ).

When dealing with any individuals whether they are a part of FFARQ or not it is important to be professional, non-judgmental nor spread any malicious rumours, gossip or hearsay. This will not be tolerated and will result in immediate dismissal.

3. Other rescue organisations

Information in relation to FFARQ is not to be passed on to any other rescue organisations even if FFARQ affiliates with them.

Information may not be shared unless prior consent has been given. Consent can be sought from your supervisor/team leader -if in doubt, please ensure that you always ask.

B. Non-disclosure of Information

The Volunteer is aware that anything they learn or experience during their volunteer interaction which may be considered private, sensitive or privileged information must be held in strict confidence.

The Volunteer understands that they are not to share protected information, nor divulge identifying information in relation to the above or use it for their personal benefit.

C. Termination of volunteering services

Whether termination of your volunteering services to FFARQ is on behalf of the organisation or through mutual agreement you agree to maintain information in relation to the above confidential.

Foster Carer name:

Date:

Home Check Volunteer name:



You agree to not make false representations or slander FFARQ – if found engaging in these activities, you may be held liable and compensation sought.

The Volunteer agrees to also promptly return all original and copies of documents, equipment, files and personal property belonging to FFARQ.

Signatures :

The Volunteer has read, understands and accepts all of the terms listed above.

The Volunteer has received a copy of this Agreement signed by all of the parties.

Volunteer:

_____ (Signature)

_____ (Full name, printed)

_____ (Date)

Furry Friends Animal Rescue Qld:

_____ (Signature)

_____ (Full name, printed)

_____ (Date)

Foster Carer name:

Date:

Home Check Volunteer name:



Animal Foster Contract

Name of person fostering the animal (referred to as "The Foster"): _____

DOB: _____

Address: _____

City: _____ State: _____ Postcode: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email Address: _____

As the Foster, I Agree to the following Provisions.

1. I agree to undergo a Police Criminal History Check.
2. To temporarily house and care for the Foster Animal belonging to Furry Friends Animal Rescue Qld (FFARQ). The Foster Carer understands and agrees that Furry Friends Animal Rescue Qld is the sole and rightful owner of the above Foster Animal.
3. All decisions regarding the above Foster Animal shall be made by FFARQ. FFARQ will consult with the Foster Carer.
4. The Foster Carer shall not give or otherwise transfer custody of the Foster Animal to any other person, unless approved by FFARQ in writing in advance. Adoption fee is payable for ALL adoptions and is payable to Furry Friends. EFT ONLY.
5. I agree to provide the Foster Animal with necessary vaccinations at the intervals advised by FFARQ nominated veterinarians. Vaccinations given without prior approval from Furry Friends are payable by the foster carer.
6. I agree to have the Foster Animal under my control when he/she is in my care and ensure that the Foster cats are kept indoors only at all times.
7. If for any reason I cannot keep the Fostered Animal for the time needed, I agree to notify Furry Friends Animal Rescue Qld of the need for another foster family for the animal and understand that a new foster family will not always be available immediately.
8. FFARQ is not responsible for any damage caused by said Foster Animal to the Foster Carers property or possessions.
9. The Foster Carer is not allowed to choose or change foster animals' name unless the Foster Carer decides to officially adopt said animal.
10. I agree to be kind, caring and loving at all times with the Fostered Animal. I agree that I am not to abuse or neglect the Fostered Animal and I authorize Furry Friends Animal Rescue Qld, at their sole discretion, to determine whether or not the pet has been abused or neglected.
11. The Foster Carer acknowledges that their residence, if rented, permits pets and may be asked to produce a signed lease between the Foster Carer and his/her landlord stating as such.
12. The Foster Carer shall make the said Foster Animal available to any prospective adopter at a mutually convenient time.
13. I understand that any failure to perform the foregoing agreement will constitute a breach of contract. In the event of any such breach of contract, I authorize Furry Friends Animal Rescue Qld to reclaim both possession and ownership of the Fostered Animal as well as any products and items provided by Furry Friends.
14. I agree to give Furry Friends Animal Rescue Qld visitation rights to ensure that the terms of this Foster Agreement are being observed.
15. In the event the Foster Animal becomes lost or is stolen, the Foster Carer is to notify FFARQ immediately.

Foster Carer name:

Date:

Home Check Volunteer name:



16. The Foster Carer shall notify FFARQ within 24 hours of any change in address, phone number or email address.

17. I am aware that in the event of having to pay a cost for the foster animal, out of my own pocket, that I can request a donation tax receipt to the value of the receipt provided. I am also able to request a reimbursement of money paid. It is to the discretion of FFARQ as to if and when this occurs.

18. I understand that I will be handling animals while providing my volunteer services for Furry Friends Animal Rescue Qld (FFARQ) and therefore there exists a risk for personal injury. On behalf of myself, my heirs, personal representatives, and executor, I release, discharge and hold harmless FFARQ its agents, servants and employees from any and all claims, causes of action or demands of any nature or cause connected with my volunteer contract. Such damages are not limited to but may include animal bites, accidents, injuries and personal property damage.

I have read and fully understand the terms and conditions of this Volunteer Agreement and I willingly comply with all of its conditions.

Signature of Foster: _____ Date: _____

Signature of Furry Friends Animal Rescue Qld: _____

Position held _____ Date: _____

Foster Carer name:

Date:

Home Check Volunteer name:



Information Provided to Foster Carer

Name of Foster Carer: _____

Address of Foster Carer: _____

Phone number of Foster Carer: _____

Email of Foster Carer: _____

I acknowledge that I have spoken with the Furry Friends Animal Rescue representative during my Home Tour today about the items listed below: -

- A. About the foster forum for communicating.
- B. About the importance of good food, clean trays, and space for each animal.
- C. About sending clear pics and helping with profiles templates.
- D. About finding information on the files tab of the forum and on our website.
- E. About who orders vetwork and when required flea/worm treatments and vaccinations are required.

I also acknowledge that I have agreed to and signed the following contracts/forms:

- A. Animal Foster Contract
- B. Volunteer Confidentiality Agreement
- C. Foster and Adoption Checklist
- D. Animal Surrender Agreement (if applicable - LLP)

I also acknowledge that I have been provided with a copy of any information I require during my time as a foster carer with Furry Friends:

- A. Current fostering policies and procedures
- B. Current adoption policies and procedures.

Foster Carer - Signed: _____

Print Name: _____

Date: _____

Foster Carer name:

Date:

Home Check Volunteer name: