



# Forever Wild Volunteer Packet

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Once you have completed all the forms, please initial next to each one that applies then sign and date below.

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Signature

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Date

# Forever Wild Volunteer Packet

Dear Prospective Volunteer,

I'm delighted that you're considering joining our team at the Forever Wild Exotic Animal Sanctuary. My name is Chemaine Almquist, and as the founder of this organization, I would like to share some vital information about our volunteer program.

Our sanctuary primarily engages volunteers aged 18 and older, but we also consider exceptional individuals aged 17, and occasionally those who are 16. It's essential to note that we value maturity greatly and we will conduct an interview with each potential volunteer to ascertain their suitability. If you are selected, you will undergo a probation period lasting at least 4 weeks.

It's worth noting that this position requires substantial physical labor, hence our recommendation that you be in good physical condition. Reliable transportation is also a necessity. If you are planning to enter the animal industry, our program can provide valuable training, so we especially welcome those studying for or holding an animal-related degree.

Once accepted as a volunteer, everyone starts at Level 1, regardless of their prior experience or training. There are four levels in total:

1. **Level 1:** Lobby, Janitorial, Landscaping, and Farm Animals
2. **Level 2:** Small Exotic Middle Area
3. **Level 3:** Small Exotic Animals
4. **Level 4:** Large Exotic Animals

We assess your readiness to progress to the next level through random evaluations. If you feel you're not ready for a level advancement, please communicate this to the managerial staff.

Our sanctuary is not a petting zoo. It demands hard work and dedication. We require volunteers to commit to one full workday per week (Sun-Sat, 9 am-6 pm). However, we can provide some flexibility in scheduling if notified in advance.

As a volunteer, we expect you to possess good communication skills, attention to detail, an ability to follow directions, maintain good personal hygiene, and avoid any form of drug use.

Our primary goal is to offer you an enriching experience and train you in general husbandry, enrichment, dietary needs, and administering medications. This experience could include participation in vet visits, surgeries, rescues, educational programs, offsite events, and opportunities to meet influential people in the industry.

Please note, however, that Forever Wild reserves the right to terminate any volunteer if we believe it's in the best interest of the animals, the individual, or our facility.

If this program aligns with your interest and goals, please let me know. I'd be happy to arrange an interview and provide you with more detailed information about our program conditions and your potential responsibilities as a volunteer. Remember, at Forever Wild, "No" means "No."

Thank you again for your interest. I look forward to the possibility of welcoming you to our team.

Best regards,

*Chemaine Almquist*

Founder, Forever Wild Exotic Animal Sanctuary



# Volunteer Application

## Personal Information:

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

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

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date of Birth: (Please note, applicants must be 18 or older unless otherwise approved) \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

## Health Information:

Insurance Information: \_\_\_\_\_

Relevant Information for Emergency Medical Situations: \_\_\_\_\_

Are there any ongoing health issues we should be aware of? \_\_\_\_\_

(Please note, we do not discriminate, however, we reserve the right to decline applications for the safety of the applicant, the animals, and the Forever Wild facility. We appreciate your honesty.)

## Volunteer Information:

Describe briefly any prior experience you have with animals (if none, that's okay): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain briefly why you're interested in volunteering with us: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Indicate the days you are available to volunteer:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

List any special skills or abilities that would be beneficial to your volunteer role: \_\_\_\_\_

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**Important Information:**

Due to the sensitive and potentially hazardous nature of our work, Forever Wild Exotic Animal Sanctuary enforces a zero-tolerance policy towards drug use. We require a preliminary drug test before the start of your service. Additionally, we reserve the right to conduct random drug tests at any time during your tenure with us.

We will also require you to sign a Waiver of Liability prior to volunteering. This is to protect both the animals and Forever Wild against potential risks. Your understanding and agreement are crucial.

Once we have reviewed your application, a member of our team will reach out to you. This conversation will include an invitation to an informational meeting and interview. It is a significant part of our selection process, designed to ensure that our collaboration would be beneficial to both parties.

**Submission of Application:**

Please bring your completed application to your scheduled volunteer interview.



# Forever Wild Rules

Your health, safety, and the wellbeing of our animals is our highest priority. As a volunteer at Forever Wild, you are expected to always adhere to the following guidelines. Non-compliance may result in your being asked to leave or permanent dismissal.

1. **Dress Code:** Jeans (shorts or pants) without revealing holes are required; they should not be too short or low. Tops should not reveal cleavage or stomach when bending or lifting arms. A belt is required for carrying pepper spray. Shoes should be closed toe and worn with sensible socks. Long hair should be pulled back to avoid obstruction of sight. Please keep in mind we are a family environment. Company shirts/jackets will need to be purchased at volunteer's expense (roughly \$20-\$30 depending on style).
2. **Timelines:** Please respect your commitment as you would a job; always be punctual. Notify Chemaine via text or staff BAND page if you will be late or cannot attend due to illness. A two-week notice is required for any time-off requests.
3. **Cage Interactions:** Do not place any part of your body on or in any cages at any time, unless authorized by Chemaine or Kiah. If authorized, do so at your own risk, which should never exceed a flat hand against a cage.
4. **Animal Handling:** Do not remove any animal from its enclosure without express permission from Chemaine or Kiah. If authorized, you are solely responsible for the resulting actions.
5. **Photography:** Personal photography is allowed only with prior approval from the Forever Wild Board of Directors. Posting photos with animals on social media requires permission from Kiah or Chemaine. No photos of petting any of the big cats are permitted online.
6. **Cell Phone Usage:** Cell phones should not be used during work hours, except in emergencies. Usage in the big cat area, cages, or while handling animals is strictly prohibited.
7. **Language:** Profanity is not permitted, especially in front of public guests. Maintain a respectful and family-friendly environment.
8. **Security:** Ensure all cages, gates, and storage area doors are **locked at all times**. Check locks multiple times before leaving your shift.
9. **Compound Access:** Do not enter the compound area unless you are authorized and wearing pepper spray (provided by the sanctuary), which is mandatory when working around big cats.
10. **Hygiene:** Maintain a high standard of cleanliness in all areas for the comfort of guests and animals. Always be prepared for unexpected inspections.
11. **Conflict Resolution:** Report issues with volunteers or guests to Chemaine or Kiah immediately. Avoid public arguments and resolve issues privately when possible.
12. **Information Accuracy:** Do not guess answers to questions. Use provided resources to provide accurate information and continuously learn.
13. **Teamwork:** Communicate effectively and treat all members as part of a team. Remember, you are here for the animals. They rely on your commitment to their safety and wellbeing.

By signing this, I acknowledge that I have read and understand all the rules at Forever Wild. Additional rules explained during training are equally important and must be abided by.

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Print Name

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Signature

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Date



# Agreement and Release of Liability

I, \_\_\_\_\_ (Print Name), hereby acknowledge and agree to the following:

1. **Voluntary Participation:** I have voluntarily chosen, with full understanding of the potential risks, to be present at Forever Wild Exotic Animal Sanctuary in the company of wild and undomesticated animals.
2. **Risk Acknowledgement:** I recognize that these animals pose inherent risks that could lead to serious injury or even death. I willingly accept any and all risks associated with my presence at this location, including those arising from the animals themselves or due to negligence by any parties released under this agreement. To verify this acknowledgement, I will initial here: \_\_\_\_\_
3. **Release of Liability:** As a condition for being allowed access to Forever Wild Exotic Animal Sanctuary, I agree that neither I nor my assignees, heirs, distributees, guardians, or legal representatives will make a claim or initiate legal proceedings against the Released Parties for any injury, death, or damage resulting from my presence at this location. This includes situations arising from negligence of any of the Released Parties. I hereby release the Released Parties from all actions, claims, or demands that I, or my representatives, may currently have or acquire in the future for injury, death, or damage incurred during my time at this location.
4. **Understanding of Agreement:** I confirm that I have read this agreement carefully, fully understand its content, and am aware that this is a legal release of liability. I am signing this document voluntarily and without coercion.

Executed at \_\_\_\_\_, \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Month & Day \_\_\_\_\_ Year \_\_\_\_\_

Releasor \_\_\_\_\_  
Signature \_\_\_\_\_ Legibly Print Name \_\_\_\_\_

Witness \_\_\_\_\_  
Signature \_\_\_\_\_ Legibly Print Name \_\_\_\_\_

*If volunteer is under 18 years of age:*

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Signature of Parent/Guardian \_\_\_\_\_ Legibly Print Name \_\_\_\_\_



# Acceptance of Sanctuary Keys

I, \_\_\_\_\_, acknowledge and accept the responsibilities that come with holding a set of keys to the Forever Wild Exotic Animal Sanctuary. The keys I receive grant access to the perimeter fence, each animal cage, and the front and back doors of the Learning Center.

By signing this agreement, I commit to the following terms:

- Proper Use:** I will not misuse or abuse the privilege of holding these keys in any manner, including unauthorized visits to the sanctuary or bringing unauthorized individuals on-site.
- Cage Access:** I will not unlock any cages without appropriate permission, guidance, and backup. Big cat cages should never be entered except for cleaning purposes and only with explicit permission from authorized personnel.
- Venomous Cage Access:** **Under no circumstances will I open venomous animal cages. Only authorized personnel are permitted to access these cages.**
- Confidentiality:** I will not disclose the gate code to any other individuals under any circumstances.
- Key Return:** Upon termination of my volunteer involvement with Forever Wild Exotic Animal Sanctuary, I will immediately return all keys.
- Duplication Prohibition:** I will not duplicate the provided keys for any reason or for any individual.

In the event that I violate any of these terms, I understand that I will be held financially responsible for the cost of replacing all locks at the Sanctuary and the Learning Center. I will also face immediate termination of my volunteer duties. If necessary, Forever Wild Exotic Animal Sanctuary will seek legal action to recover any damages or costs incurred due to my misuse of the keys.

I have read and fully understand this agreement, and I accept its terms.

Executed at \_\_\_\_\_, \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_

City/Town

State

Month & Day

Year

Releasor \_\_\_\_\_

Signature

Legibly Print Name

Witness \_\_\_\_\_

Signature

Legibly Print Name

*If volunteer is under 18 years of age:*

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Signature of Parent/Guardian

Legibly Print Name



# Photo / Art Release Form

Upon entry into Forever Wild Exotic Animal Sanctuary located at 8545 Buttemere Road, Phelan, CA 92371, all parties consent to the following:

1. **Waivers:** Individuals capturing photographs from the viewing area only need to sign this waiver. Parties venturing behind the barrier and maintaining a minimum distance of 3 feet from all cages at all times must be at least 18 years of age and must sign this waiver, the rules waiver, and the release of liability waiver. Attendees are required to stay with their assigned keeper at all times and obey all sanctuary rules, both written and verbal.
2. **Use of Text, Pictures, and Logos:** All text, pictures, and logos are subject to the following restrictions:
  - a. No production, reproduction, or public display of text, photos, or logos is permitted without the explicit approval of the Board of Directors at Forever Wild Exotic Animal Sanctuary.
  - b. The term 'picture' encompasses photographs, transparencies, negatives, designs, artworks, paintings, montages, drawings, engravings, mosaics, and includes any form of publication or copying of the whole or part of any picture, text, or logo, whether by printing, photography, slide projection (whether or not to an audience), xerography, artist's reference, artist's illustration, layout or presentation, electronic or mechanical reproduction or storage by any other means.
3. **Jurisdiction:** These terms apply worldwide. If these terms are violated, we reserve the right to seek legal counsel and take action against any individual or company involved in the breach of these conditions.

No alteration or modification of the terms set out in this agreement will be valid unless agreed upon in writing by both parties.

By signing this agreement, I acknowledge and agree to the conditions outlined herein:

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Print Name

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Signature

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Date



# Social Networking Policy

Forever Wild Exotic Animal Sanctuary acknowledges that some volunteers participate on Social Networking websites (e.g., Facebook, Myspace, Twitter, YouTube, LinkedIn, Instagram, chat rooms, etc.) and create/maintain personal websites, including blogs. We respect the online social networking and personal internet use of our volunteers. However, volunteers' online presence can affect Forever Wild Exotic Animal Sanctuary, as words, images, posts, and comments can reflect on or be attributed to us. Even in your personal time, we expect you to use electronic media responsibly and respectfully. Online comments and postings can impact Forever Wild Exotic Animal Sanctuary. It's considered a breach of acceptable volunteer conduct to post any of the following on public/private websites, including but not limited to discussion lists, newsgroups, listservs, blogs, vlogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, Myspace, Instagram, chat rooms, telephone-based group communication such as Twitter, or any other electronic or print communication format:

1. Anything that may harm the goodwill or reputation of Forever Wild Exotic Animal Sanctuary or any disparaging information about Forever Wild Exotic Animal Sanctuary.
2. Any disparaging, discriminatory or harassing information concerning any customer, volunteer, vendor, or other person associated with Forever Wild Exotic Animal Sanctuary. Our policies prohibiting harassment apply online as well as offline.
3. Any confidential information, trade secrets, or intellectual property of Forever Wild Animal Sanctuary obtained during your volunteer status, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies.
4. Any private information relating to a customer, volunteer, or vendor of Forever Wild Exotic Animal Sanctuary. In compliance with applicable regulations of the Federal Trade Commission, volunteers endorsing Forever Wild Exotic Animal Sanctuary's products or services must disclose their volunteer relationship with us and ensure that endorsements do not contain representations that are deceptive or cannot be substantiated.

When discussing job-related content or Forever Wild Exotic Animal Sanctuary, you must either clearly identify yourself as a volunteer or speak in the first person and use a disclaimer to clarify that the views belong solely to you. The following statement must be used, *"The opinions expressed on this site are my own and do not necessarily represent the views of Forever Wild Exotic Animal Sanctuary."*

This policy applies regardless of where or when volunteers post or communicate information online. It covers posts and online activity at work, home, or other locations, on duty or off duty. Forever Wild Exotic Animal Sanctuary reserves the right to monitor and access any information or data that is created or stored using our technology, equipment, or electronic systems, including but not limited to: emails, internet usage, hard drives, and other stored/transmitted/received data or information. Volunteers should have no expectation of privacy in any information or data (i) placed on any Forever Wild Exotic Animal Sanctuary computer or computer-related system or (ii) viewed, created, sent, received, or stored on any of our computers or computer-related systems, including without limitation electronic communications or internet usage.

**Volunteers violating Forever Wild Exotic Animal Sanctuary's Social Networking Policy will face disciplinary action up to and including termination of volunteer status.**



# Social Networking Policy Agreement

I, \_\_\_\_\_, have read and fully understand Forever Wild Exotic Animal Sanctuary's policy concerning Social Networking. I agree to comply with the conditions of the social networking policy and understand that any violation of this policy can lead to disciplinary actions, including termination of my volunteer status with Forever Wild Exotic Animal Sanctuary.

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Print Name

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Signature

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Date



# Emergency Plan of Action

As a volunteer/employee of Forever Wild Exotic Animal Sanctuary, it is your responsibility to understand and be prepared to act according to our emergency plans. This includes the **emergency escape plan**, the **emergency animal attack plan**, and the **emergency evacuation plan**. It's also important to be familiar with the list of personnel and equipment that will be utilized in case of an emergency. A binder, labeled "**Forever Wild's Emergency Plan of Action**," is readily available on the bookshelf in the Forever Wild Office. This binder provides guidance for handling emergencies and should be referenced as needed.

In the event of an emergency, the contact number for the Com Center is 909-356-3805. Please note that this number is for **emergency use only**.

By signing this document, you acknowledge that you have read and understand the procedures to follow should an emergency arise while at Forever Wild.

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Print Name

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Signature

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Date



# Staff Shirt Purchase

As a part of your volunteering commitment at Forever Wild Exotic Animal Sanctuary, you are required to purchase a Forever Wild Staff T-shirt. This T-shirt, or any other approved Forever Wild clothing product, must be worn at all times while you are on the premises. The Forever Wild Staff shirts and jackets are currently priced between \$20-\$30 depending on style, not including tax, and at least one needs to be purchased prior to your first day of work.

By signing below, you acknowledge this requirement.

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Print Name

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Signature

---

Date

Place

Copy of

Receipt

Here



# Drug-Free Workplace Policy

## I. Purpose

Forever Wild Exotic Animal Sanctuary commits to the protection and enhancement of employee, volunteer, and all workplace individuals' safety, health, and well-being. We acknowledge the substantial risk posed by alcohol abuse and drug use to our organizational goals and have instituted a drug-free workplace policy that balances individual respect and the need for an alcohol and drug-free environment.

## II. Coverage

This policy encompasses all individuals conducting business for or within the organization's premises, including, but not limited to:

- CEO
- Executive Management
- Board of Directors
- Managers
- Supervisors
- Full-Time Employees
- Part-Time Employees
- Off-Site Employees
- Volunteers
- Interns

## III. Applicability

The Drug-Free Workplace Policy applies at all times during an individual's tenure at Forever Wild Exotic Animal Sanctuary, including working hours, while conducting business, representing the organization, while on organization property, at company-sponsored events, and during personal life.

## IV. Prohibited Behavior

The use, possession, sale, trade, or offering for sale of alcohol, illegal drugs, or intoxicants constitutes a violation of our policy. Additionally, the misuse or abuse of prescription medications is strictly prohibited.

## V. Conviction Notification

In the event of a criminal drug violation in the workplace, it is mandatory for employees or volunteers to notify the organization in writing within five calendar days of the conviction.

## VI. Searches

Consenting to searches and inspections is a prerequisite for entering the organization's property. Suspected violators of the policy may be asked to submit to a search or inspection at any time.

## VII. Drug Testing

The organization implements an accurate and fair drug testing program conforming to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines.

## VIII. Roles and Responsibilities

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. All employees, volunteers, and management play crucial roles in maintaining this environment.

## IX. Communication

Effective communication of the Drug-Free Workplace Policy is vital to our success.

## X. Agreement

By signing this document, you affirm your understanding and agreement to adhere to this policy, including your willingness to undergo drug testing or screening at your own expense, should suspicion occur.

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Print Name

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Signature

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Date



# Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is effective as of \_\_\_\_\_, between Forever Wild Exotic Animal Sanctuary, located at 8545 Buttemere Road, Phelan CA 92391 (hereinafter referred to as "Forever Wild"), and \_\_\_\_\_ (hereinafter referred to as "Recipient").

## BACKGROUND

Forever Wild is engaged in the rescue and rehabilitation of exotic animals. The Recipient is volunteering in general husbandry duties. Given the sensitive nature of animal care, activities, and safety measures, and due to divergent public opinions on these operations, it is paramount to ensure privacy and confidentiality. Accordingly, the Owner has requested and the Recipient agreed to protect any confidential information disclosed between the parties.

## AGREEMENT

- Definition of Confidential Information:** Confidential information refers to any proprietary information or material of Forever Wild, whether owned or developed by Forever Wild or obtained through any contact with Forever Wild. This includes:
  - Business records and plans
  - Financial statements
  - Customer lists and records
  - Trade secrets
  - Information related to staff/volunteer activities, animal care, donors, disputes, complaints, acquisitions, and other proprietary matters.However, the term "Confidential Information" does not include information that is publicly available, rightfully received from a third party, independently developed by the Recipient, disclosed by operation of law or with Forever Wild's consent, or agreed by both parties in writing as non-confidential.
- Protection of Confidential Information:** The Recipient acknowledges the significant time, effort, and expense invested by Forever Wild in developing its Confidential Information and recognizes its value and uniqueness. The Recipient agrees to:
  - Maintain confidentiality: Not disclose Confidential Information to any person or entity without Forever Wild's prior written consent.
  - Limit copying/modification: Not copy or modify any Confidential Information without Forever Wild's prior written consent.
  - Control disclosure to employees/volunteers: Disclose Confidential Information to Forever Wild's employees/volunteers only when necessary for their job duties. Each such employee/volunteer shall sign a non-disclosure agreement akin to this Agreement.
  - Prevent unauthorized disclosure: Should the Recipient appear to have disclosed or threaten to disclose Confidential Information in violation of this Agreement, Forever Wild may seek an injunction to prevent such disclosure, alongside any other remedies, including claiming for losses and damages.
- Relationship of Parties:** This Agreement imposes no obligation on either party to purchase any service or item or to commercially offer any products using the Confidential Information. It does not establish any agency, partnership, or joint venture.
- Limited License to Use:** The Recipient does not acquire any intellectual property rights under this Agreement, except for the limited right to use the Confidential Information as set out above. Forever Wild remains the owner of all related copyrights and other intellectual property rights, even if the Recipient's suggestions or ideas are incorporated into the Confidential Information or related materials.
- General Provisions:** This Agreement constitutes the parties' entire understanding regarding confidentiality. The obligations hereunder survive indefinitely from the date of disclosure. Any amendment to this Agreement must be in writing and signed by both parties. This Agreement is governed by California law and is non-transferable without the prior written consent of the other party.

Executed and delivered in the manner prescribed by law as of the date first written above.

**Information Owner:** Forever Wild Exotic Animal Sanctuary

By: \_\_\_\_\_

Chemaine Almquist

Date

Employee/Volunteer Signature

Date

