

Beak n Wings, Inc.

An Educational Pet Bird Club & Rescue
501(c)3 Non-Profit organization

P. O. Box 9228 | Shawnee Mission, KS 66201 | T-913-322-3398 | F-913-322-2583 | www.beaknwings.org

Release Form

Thank you for your interest in volunteering with Beak n Wings, Inc. This release is to provide protection to Beak n Wings from law suits, misrepresentation, and for the protection of our parrots.

Return completed original application with original signature to:

Beak n Wings, Inc
P.O. Box 9228
Shawnee Mission, Ks 66201

When the release forms are signed, they will be placed in your "member file". You, the member, may request a signed copy of each page or a single page. Every member / volunteer will be requested to sign the below release forms.

Do not leave any blanks.

In becoming a volunteer at events for Beak n Wings you will be providing a service to the public, parrots and to Beak n Wings, Inc. When members / Volunteers are in the public teaching proper handling and care for their parrots, you are asked to show professionalism and respect for the parrots at all times. Please remember, the way you act while in public reflects on Beak n Wings, Inc.

While the attached information may appear daunting, the information requested is necessary to help us prevent any mishaps / mishandling of the parrots.

Thank you again for your consideration,

Dean Tyson

Dean Tyson
Executive Director, Founder
Beak n Wings, Inc

EDUCATION RESCUE CONSERVATION FUN

BEAK N WINGS, INC
P.O. BOX 9228, SHAWNEE MISSION, KS 66201
PHONE: 913-322-3398 * FAX: 913-322-2583 * E-MAIL: ADMIN@BEAKNWINGS.ORG

RELEASE FORM
REVISED: 12/14/2010
DO NOT REMOVE PAGES

VOLUNTEER/ MEMBER AGREEMENT and CODE OF CONDUCT

All Volunteer/Members must also read, sign, attach and send in the Volunteer / Member Agreement and Code of Conduct.

As a volunteer for Beak n Wings, Inc:

I agree to abide by the policies and procedures of Beak n Wings, Inc. As a member of the volunteer staff. I will conform to all rules and regulations commonly applying to members of Beak n Wings, including safety, discrimination, harassment and confidentiality.

I give consent to Beak n Wings of Kansas, or any other US state, to use and reproduce my name, voice, and/or likeness or that of my pet(s) in connection with any advertising, programming, and/or promotion of Beak n Wings in any media it chooses.

I agree to hold harmless Beak n Wings, Inc., its agents, members, directors and insurance carriers from any and all claims, damages and judgments which I may have now or in the future against Beak n Wings in all matters pertaining to my service as a Beak n Wings volunteer staff member including, but not limited to, personal injury.

I further agree to:

1. Support the mission, goals and efforts of Beak n Wings with a positive attitude.
2. Approach my volunteer job responsibilities with professionalism.
3. Treat all parrots and exotic birds with kindness.
4. Promote goodwill by handling contacts with staff, other volunteers, customers, and visitors in the spirit of courtesy and cooperation. To be positive and creative in my efforts to resolve problems.
5. Report to my volunteer job physically and mentally fit for duty. **Beak n Wings is a drug free organization.**
6. Provide appropriate notice of unavoidable absence or lateness.
7. Deal fairly with all Beak n Wings colleagues, supervisors, customers, visitors, volunteers, etc. without regard to their gender, race, ethnicity, religion, creed, age, sexual orientation, marital status, national origin, ancestry, citizenship, military status, veteran status, handicap or disability.
8. Contact the Volunteer Supervisor or Executive Director immediately if I feel discriminated against or harassed by someone in connection with the volunteering.
9. Only serve as an agency representative in the community or media spokesperson when authorized to do so by the Executive Director or Volunteer Supervisor.
10. Correct, when possible, misleading or inaccurate information and representations made by others concerning Beak n Wings policies, practices and procedures.
11. Maintain and safeguard the confidentiality of all business, donor, members, volunteer and parrot records, credit and financial information, and/or any information relating to the operation of the agency that is not known or readily accessible to the public.
12. Observe all safety and security rules in the performance of my volunteer job duties. Report accidents, injuries, fire, theft or other unusual incidents immediately after occurrence or discovery.
13. Avoid engaging in any conduct that is or could be perceived as a conflict of interest. Refrain from using Beak n Wings property services or supplies for personal reasons unless given prior permission by the appropriate staff member.

14. Call 913-322-3398 and speak to a Beak n Wings Representative if I have questions or concerns about Beak n wings policies, procedures, interpersonal communications, or my volunteer responsibilities.
15. In order to remain in good standing, I understand that I am required to consistently adhere to the Volunteer Code of Conduct.

My signature confirms that I have read this entire document, as indicated by the total number of pages that I understand the information contained within, and that I agree to the information contained herein.

Print Name

Signature

Date

Parent/Guardian Print Name (if under 18)

Parent/Guardian Signature (if under 18)

Date

Beak n Wings Representative's Name

Beak n Wings Representative's Signature

Date

Intentionally Blank

DRESS CODE

PURPOSE:

- To have all members look professional and uniform
- To have all members dress appropriately in public
- To maintain the safety of the member's personal belongings (jewelry, etc.)

POLICY:

All members are encouraged to wear a club shirt when publically representing Beak n Wings. Beak n Wings shirts are for sale. Members are discouraged from having their own logos or shirts made without the approval of the Executive Director. Beak n Wings will provide larger top shirts (over lay shirt) when available, this will protect your personal clothing.

Pants: Members are encouraged to wear jeans or loose fitting, but **NOT BAGGY**, pants.

Shorts: Members may wear short pants which are neither too tight fitting nor too baggy. Members are encouraged to wear shorts which are either below the knee or just above the knee. **NO short shorts.**

Spandex: Spandex may not be worn when representing Beak n Wings.

Shirts: If a member chooses to wear a short cut shirt, or one with spaghetti straps, it must be covered with another shirt. It is not professional to wear shirts showing the stomach area or all of the shoulders when representing Beak n Wings. Members are requested NOT to wear shirts which have been badly chewed or stained by birds even if they are "club shirts".

Jewelry: Members are encouraged to not wear jewelry when with Beak n Wings, excluding wedding rings and watches, Beak n Wings will not be held responsible for lost or broken jewelry.

I the undersigned have read and understand the above policy on the "Dress Code".

Print Name

Signature

Date

Parent/Guardian Print Name (if under 18)

Parent/Guardian Signature (if under 18)

Date

Beak n Wings Representative's Name

Beak n Wings Representative's Signature

Date

Intentionally Blank

