



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

Volunteer Application

Thank you for your interest in volunteering with Beak n Wings, Inc. There are so many ways you can help us to help the companion parrots of our community. Here's how to get started!

Return completed original application with original signature to:

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

When your signed application is received it will be reviewed. You will receive notification from us that your application has been received, it is being reviewed and the status of your application thereafter.

If you need to attach additional information, please be sure to identify the information you are responding to by listing the item Number/Question Number and the title of the information.

Do not leave any blanks.

Becoming a volunteer will involve your participation in our Volunteer Orientation. At the Orientation, you will learn everything you need to know about Beak n Wings and the volunteer program in which you've indicated interest. ***Your safety and that of the parrots in our care is of the utmost importance to all of us!*** We are pleased that you have chosen to offer your time and talents to Beak n Wings. We certainly have an ongoing need for reliable volunteers and hope you will make a commitment to working with our organization for at least 6 months.

While the attached information may appear daunting, the information requested is necessary to help us determine your fit within the volunteer structure.

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

VOLUNTEER APPLICATION
REVISED: 10/31/07
DO NOT REMOVE PAGES

VOLUNTEER APPLICATION – ADULT

(18 Years of Age or Older)

Information provided is kept for Beak n Wings, Inc purposes only and is not sold or given to any other entity except as provided by law

Name: _____ Date: _____
Last First MI

Driver’s License Number: _____ - An enlarged copy of the driver’s license must be submitted with this application or the DL must be VERIFIED by a Beak n Wings representative.

Complete Mailing Address: _____
Street Apt. # City State Zip

Phone: Home (____) _____ Work (____) _____ Cell (____) _____

Email: _____ Birth date: _____

Employer: _____
Company Name Job Title Contact Phone Number

I prefer to be contacted (please circle): AT HOME AT WORK EITHER

Is there a best time to reach you?
Please initial one: Anytime is fine _____ Yes, contact me _____

- How did you hear about Beak n Wings? _____
- Why would you like to volunteer with Beak n Wings? _____

- Please tell us about other experience you have working with parrots. If necessary, attach a separate identified document. : _____

- Please attach a typed list of any specific skills you have that will be helpful to you as a volunteer for Beak n Wings. Please identify the attachment. Include any experience you may have with veterinary clinics, zoos, animal shelters, or other non-profit organizations. If not applicable, indicate here (“N/A”) _____
- Do you have any allergies to parrots or other conditions that might impact your volunteering with parrots of all ages, sizes, breeds and energy levels? YES _____ NO _____

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6. If YES, please provide more detail in the form of an attachment. Please identify attachment. If not applicable indicate here: _____
7. Do you have pet companions at home? YES _____ NO _____
8. Please attach a document telling us about your companion animals. Identify the species, age, quantity, etc. all of the companion animals. Please identify attachment. If not applicable, indicate here: _____
9. Have you ever surrendered an animal to Beak n Wings or any animal rescue organization?
YES _____ NO _____
10. What do you hope to gain from your volunteer experience? _____

11. All Beak n Wings Volunteers are required to attend our Basic Bird Care Class and to be exceptionally reliable, responsible, and committed. Will you be able to meet these requirements?
YES _____ NO _____

12. Beak n Wings accepts all parrots that are relinquished by any owner who feels they are no longer able to care for them. We do not limit the amount of time a bird remains in our program and care. Beak n Wings works to rehab all parrots in order to find them a new home. Beak n Wings works to become one of the best known quality organizations based upon its goals, mission and principles. There may be certain circumstances when a parrot must be placed in a sanctuary situation or euthanized.

What are you thoughts on this issue? _____

13. Do you possess a valid driver's license? Yes _____ No _____

State: _____ License #: _____

If you possess a valid driver's license, are you willing to use your vehicle to transport animals (in carriers) as part of your work for Beak n Wings, Inc., ? Yes _____ No _____

AS A VOLUNTEER FOR BEAK N WINGS, INC., I FULLY UNDERSTAND THAT AERAS DOES NOT PROVIDE VOLUNTEERS WITH MEDICAL, WORKERS' COMPENSATION, OR AUTOMOBILE LIABILITY INSURANCE COVERAGE.

Print Name

Signature (if under 18 years of age, Guardian must sign)

Placement/Adoption Volunteers assist with the activities associated with the Placement Committee and may be involved with the placement and follow-up of the adopted parrots.

Veterinarian Volunteers assist with taking parrots in the program to veterinarian appointments, by means of picking the parrot up or keeping the parrot overnight.

Follow-up Volunteers will assist with the follow-up process of all adopted parrots, meaning going into a home to check on the adopted bird.

Foster Care Volunteers will assist with the placement of parrots into foster care until ready for adoption/placement. Foster care may be long term commitment and requires the fostering individual to commit to Beak n Wings rules and policies, including a home inspection. Fostering involves some financial commitment until such time as Beak n Wings receives food and accessories donations from grantees. **Membership required.**

Parrot Transportation Volunteers will transport parrots in program to events. Will pick up from foster home and return after the event.

Professional Assistance Support Volunteer assists with the day-to-day activities of the non-profit organization, including filling, answering routine communications, follow-up on confirmed donations from vendors, etc. Activities may be completed at the volunteer's home or may require the volunteer's presence on location.

Cooks for the birds and humans Volunteer to bake cakes/cookies and other goodies or cook for fundraisers. As needed basis. Volunteer to cook cakes, cookies and other treats for the birds in our program.

AVAILABILITY

Please give us a general idea as to your availability by indicating the day(s) and time(s) you are generally available to volunteer: Note: Most generally, Beak n Wings uses and needs more volunteers during the week about 4-6 times a year. This will change as we obtain a building.

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**VOLUNTEER RELEASE – ADULT
(18 years or older)**

I, _____, agree to act as a volunteer for Beak n Wings, Inc. I acknowledge and agree that the activities performed by me as a volunteer will be performed strictly on a voluntary basis, without any pay, compensation or benefits, including without limitation, workers' compensation benefits. I agree to comply with the rules and regulations established from time to time by Beak n Wings and understand my failure to do so may result in my immediate removal as a volunteer.

I am aware of the nature of the activities to be performed by me as a volunteer and recognize that in handling animals (parrots) and performing other volunteer tasks, a risk of harm, injury, illness or disease exists, including physical harm, illness or disease caused by animals (parrots). I agree that all volunteer activities are to be performed by me at my risk and I assume full responsibility therefore.

I understand the public relations is an important part of volunteering at Beak n Wings. I consent and authorize Beak n Wings to use any photographs taken of me to public relations purposes.

I hereby certify that the information I have provided throughout this application is truthful and complete and that I have never been convicted of any criminal misdemeanor or felony in the States of Kansas, or any other U.S. State or the U.S. Military or under the jurisdiction of any Foreign Nation, State, Province, Municipality, or Military.

On behalf of myself, my heirs and personal representatives, I agree not to hold or attempt to hold Beak n Wings, Inc., their board members, officers, committee members or employees responsible for any injury or damage sustained or incurred by me arising out of or in any way connected with my activities as a volunteer for Beak n Wings and thereby release and discharge Beak n Wings and Beak n Wings board members, officers, committee members or employees from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by me.

Volunteer's Signature Date Beak n Wings Representative's Signature Date

RELEASE AND INDEMNITY AGREEMENT

Whereas, the undersigned has voluntarily elected to work at Beak n Wings; and

Whereas, the undersigned desires to do so at his/her own risk and recognizing the possible and inherent danger to his person and property resulting there from; and

Now, therefore, in consideration of the promises and other good and valuable consideration, the undersigned does hereby, for himself/herself, his spouse, or siblings, heirs, executors or administrators, and personal representatives:

Intentionally Blank

1. Assume full responsibility for any personal injury or any damages to his person or property which may occur, directly or indirectly. While in, on, or about Beak n Wings work areas, or while accompanying any member of the Beak n Wings while in the performance of their duties; excepting injury or damage of property which may arise out of the negligent or intentional acts or omissions of Beak n Wings and its members or agents.
2. Fully and forever release and discharge Beak n Wings, its agents and members, from any and all claims, demands, damages, rights of actions, or causes of actions, present or future, whether the same be known, anticipated or unanticipated, resulting from arising out of the undersigned being in, on, or about any such Beak n Wings vehicle, or at any or all of the premises or places aforesaid; or while accompanying any member of the Beak n Wings as aforesaid; excepting those matters which may arise out of the negligent or intentional acts of omissions of Beak n Wings and its members or agents.
3. To the extent not covered by insurance, indemnify and hold harmless the Beak n Wings, its agents and members, for acts or conduct of the undersigned of whatever kind or nature whatsoever, while in, on, or about any such Beak n Wings vehicle, or at any or all the premises and places aforesaid; or while accompanying any such members as aforesaid; excepting those negligent or intentional acts or omissions of Beak n Wings and its agents, members.
4. Agree to defend and to pay any attorneys' fees as a result of any action brought by or against the Beak n Wings, its agents and members, for any acts or conduct of the undersigned of whatever kind or nature whatsoever, while in, on, or about any such Beak n Wings vehicle, or at any or all of the premises or places aforesaid, or while accompanying any such member as aforesaid; and
5. Agree that it is the intent of the undersigned that this Release and Indemnity Agreement be in full force and effect at any time after the execution hereof.
6. The undersigned has been clearly informed of the possibility of contracting illnesses from parrots taken in our program at Beak n Wings. If they choose to handle these animals (parrots) the undersigned recognized the inherent danger to their person.

Volunteer's Signature	Date	Beak n Wings Representative's Signature	Date
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VOLUNTEER AGREEMENT and CODE OF CONDUCT

After completing the Volunteer Application, all prospective Volunteers must also read, sign attach and send in the Volunteer Agreement and Code of Conduct.

As a volunteer for Beak n Wings, Inc:

I give my permission to Beak n Wings to verify any of the information in this application

Intentionally Blank

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, Arkansas, Texas, or any other state of U.S. 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. 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 immediately if I feel discriminated against or harassed by someone in connection with the volunteering.
9. Only serve as agency representative in the community or media spokesperson when authorized to do so by the administrative office 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.

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EDUCATION RESCUE CONSERVATION FUN

DRESS CODE

PURPOSE:

To have all members top layer look professional and uniform.
To have all members dress appropriately when in public.
For the safety of the members personal belongings (jewelry) not allowing them to be broken.

POLICY:

All members are encouraged to wear a club shirt when out in the public representing Beak n Wings. Beak n Wings will supply a club shirt for club members to wear unless the member chooses to buy a club shirt. Members are discouraged from having their own logo, 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 jean, pants loose fitting (NO BAGGIES).

Shorts: Members may wear short pants. No shorts which are tight fitting, or 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: Personal clothing. If a member chooses to wear a short cut shirt, it must be covered with another. It is not professional to wear short cut shirts showing the stomach area when representing Beak n Wings.

Shirts part two: Members are requested NOT to wear shirts which have been chewed by birds even if they are "club shirts".

Jewelry: Members are encouraged to not wear jewelry when out in public (excluding wedding rings, 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".

Volunteer's Signature

Date

Beak n Wings Representative's Signature

Date

Intentionally Blank

BIRD HANDLING

PURPOSE:

To prevent injuries of members / volunteers, public person(s), and parrots.
To keep the stress level of the parrot low.
To encourage the dignity of each parrot
To help educate the volunteers, members and public person(s)

POLICY:

All members are encouraged to not handle other members birds without the permission of the owner of such bird.

Members are encouraged to bring birds out to help educate the public and other members. Members are requested to follow the below guidelines to preserve the dignity of all parrots.

Handling of Parrots:

- 1) Parrots are not to be held without the permission from the owner.
- 2) No parrot should be held by the neck at anytime in the public or members view unless extremely necessary.
- 3) Parrots should not be handed to the public without explaining the possibility of being bit.
- 4) If grooming a parrot in view of the public / member always explain to such person(s) what / why you are doing, to preserve the dignity of the parrot and to help the person understand you are not hurting such parrot.
- 5) No parrot should ever be hit, thumped, tossed, bitten or intentionally placed in harms way. Any member seen executing any of the listed shall be removed from the function immediately.

I the undersigned have read and understand the above policy on “Bird Handling”.

Volunteer’s Signature

Date

Beak n Wings Representative’s Signature

Date

Intentionally Blank

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.

Volunteer's Signature

Date

Beak n Wings Representative's Signature

Date

The purpose of Beak n Wings shall be to furnish and exchange knowledge about and to promote the humane breeding and / or raising of pet birds, and to introduce the general public to the field of aviculture.

We encourage volunteer participation of those people who have a desire to support our purpose and are willing to be interviewed and trained.

Generally, a minimum commitment of six months of volunteer participation is requested due to the training involved. The information provided by completing this profile will enable us to direct you towards the most appropriate, rewarding volunteer opportunity.

DELIBARATLEY BLANK HEREAFTER