



ANIMAL WELFARE LEAGUE QLD'S
Introduction to Teen Volunteering
Program

Office Use Only:

Confirmation Sent Paid Receipt Sent

Registration Form

PERSONAL DETAILS

Name: _____ Date of Birth: __/__/__

Address: _____

Phone: _____ Mobile: _____ email: _____

PROGRAM DATE – Please tick

Thursday 18th December 2014

Friday 19th December 2014

Maximum of 12 places

Please indicate your area of preference 1, 2, 3

Dogs

Cats

Small Animals

EMERGENCY CONTACTS: This section must be completed

Emergency Contact Name: _____ Relationship to above: _____

Home phone: _____ Work phone: _____ Mobile: _____

MEDICAL DETAILS – circle yes-no

Please note: Medical information is required in case of an incident requiring first aid or other medical attention. Should your child require medication during their time at the Animal Welfare League of QLD, please ensure that your child is aware of the dosage and how to administer appropriately. Animal Welfare League staff will not be responsible for the administration of any medication.

Where the answer is yes please provide further details and include whether medication is required for this condition

Current medication: yes / no _____

Allergies (including food): yes / no _____

Asthma: yes / no _____

Current or pre-existing injuries: yes / no _____

Is your Child's tetanus vaccination current: YES/NO

Does your child have any special learning or behavioural needs that we should be aware of: YES/NO

If yes, please provide details _____

Do your animals have current vaccinations? YES/NO/Not applicable

Other: Please include any other information regarding medical history or other relevant information should medical attention be required _____

CODES OF BEHAVIOUR

The following guidelines have been written to ensure the smooth running of the program. These guidelines must be adhered to at all times to ensure the safety of course participants and Animal Welfare League staff and animals.

Guidelines:

1. Exemplary behaviour is expected at all times. Students must be courteous to and show respect towards the course supervisor/s and other Animal Welfare League staff, animals, members of the public and other students.
2. Students must adhere to OHS procedures as outlined in their Program Handbook and as demonstrated by supervisor/s.
3. Mobile phones to be switched off and not used during session times. Phones may be used in breaks and in the case of an emergency. If a phone needs to be left on for an expected emergency phone call, the course supervisor/s needs to be made aware of the situation at the beginning of the session.
4. Students must remain nearby the session supervisor/s at all times, especially during sessions in the dog and cat rehoming areas, AWLQ veterinary clinics and outdoor areas.
5. Students must not run though the Refuge grounds and are required to stay in designated areas at all times, including breaks.
6. Students are required to keep noise levels to a minimum at all times and refrain from using offensive language.
7. The program supervisor/s has the right throughout the course to separate and change seating arrangements of disruptive students should the need arise.
8. The program supervisor/s has the right at any stage throughout course to modify these rules.

If any participant fails to follow these guidelines, the following levels of action will be taken:

- a) Verbal warning (which is documented with AWLQ Volunteer Coordinator)
- b) Parents/ guardians contacted (if under 18 years)
- c) Elimination from program (no refund given)

PLEASE NOTE: Parents/guardians must be available to collect their child in case of emergency or elimination from the course if child fails to follow AWLQ guidelines as set out in the above Code of Behaviour

NOTE: Must be filled out by parent or guardian

I _____ (name of parent /guardian) have read and agree to the Animal Welfare League of Qld's behaviour guidelines.

Signature: _____ Date: _____

**AWL QLD INC – INTRODUCTION TO TEEN VOLUNTEERING PROGRAM
LIABILITY RELEASE**

As a condition of my child’s participation in the Introduction to Teen Volunteering Program I hereby:

1. warrant that my child is medically fit (including physically and mentally) to participate in the Introduction to Teen Volunteering Program
2. agree that my child will participate in the program at their own risk and I acknowledge that the Introduction to Teen Volunteering Program involves animal handling and/or physical contact with animals (dogs, cats, small animals and livestock); contact with animal food; hydrobathing equipment and products that could potentially result in personal injury;
3. agree that my child will abide by the rules and conditions of the course including OHS procedures and those in any verbal or written instructions;
4. waive, release and discharge all and any claim, right or cause of action howsoever arising, whether or not presently ascertained, immediate, future or contingent, which I may otherwise have for or arising out of loss of my child’s life or injury, damage or loss of any description whatsoever and howsoever caused which my child may suffer or sustain in the course of or consequent upon their participation in the Program;
5. indemnify against any claim, right or cause of action howsoever arising whether or not presently ascertained, immediately, future or contingent which I or anyone else may have for or arising out of loss of my child’s life or injury, damage or loss of any description whatsoever and howsoever caused which they may suffer or sustain in the course of or consequent upon their participation in the course;
6. agree that the waiver, release and discharge contained in paragraph 4 above and the indemnity contained in paragraph 5 above shall operate in favour of the Animal Welfare League Qld Inc and its employees, assigns, sponsors, agents, officers, directors and related bodies corporate (as that term is defined in the Corporations Act), each the “released persons”, and shall so operate whether or not the loss, injury or damage is due or attribute to an act, neglect or omission of any one or more of the released person;
7. agree that the waiver, release and discharge contained in paragraph 4 above and the indemnity contained in paragraph 5 above may be pleaded as a complete bar to any claim, notice, demand, action, proceeding, litigation or judgment which has or may be brought or made or recovered against any or each of the released persons.

I understand that my child;

Will be supervised by Animal Welfare League Qld staff during session times

Will interact with Animal Welfare League Qld staff & volunteers

Will interact with live animals including physical contact

Must bring his/her own lunch and snacks for the day

NOTE: Must be filled out and signed by parent or guardian

Name: _____ Relationship to child: _____

Signature: _____ Date: _____

PAYMENT FORM

PAYMENT

PLEASE NOTE: Payment and registration must be received at least 10 working days prior to the program commencement date. Enrolment in the program is only confirmed once payment is received. Please indicate method of payment:

Cheque / Money Order
(Payable to Animal Welfare League of Qld) Cash Credit Card

Type of Credit Card (Please tick)

Visa Mastercard Other _____
(We do not accept American Express or Diners Card)

Amount: _____ (\$60 per student, \$ 50 for each additional sibling)

Name of Cardholder: _____

Credit Card Number: ____ / ____ / ____ / ____ Expiry Date ____ / ____

Cardholder's signature: _____ Date: _____

CANCELLATION & REFUND POLICY

If a student wishes to cancel their enrolment, a cancellation fee of \$20 will be charged if AWLQ is notified of cancellation at least 7 working days prior to course commencement date. Enrolments cancelled after this cut-off time will not be refunded.

If course must be cancelled due to insufficient numbers, enrolled students will be notified 7 working days prior to the scheduled course commencement date and given the option of either having their payment refunded in full or rescheduling their enrolment for another date.

PLEASE FORWARD YOUR REGISTRATION FORM AND PAYMENT TO:

ATT : Rachel Wills,
Volunteer and Training Coordinator
Animal Welfare League of Qld Inc
PO BOX 3253
Helensvale Town Centre
Qld 4212

OR
FAX: (07) 55099002
OR
email:volunteering@awlqld.com.au

If you'd like to pay in person:
Please call (07) 55099019 to
arrange a time to come into
the shelter
(between 10 – 4 weekdays)