

# Volunteer Registration & Waiver Form



653 Gainesville Hwy  
Winder, GA  
30680-1675

On behalf of everyone at Frankie and Andy's Place, thank you for generously giving your time to our residents. Our residents are senior dogs and may have special needs. The only special skill you need is the capacity to give and receive love. You can expect to encounter dogs with limited mobility, so petting and companionship are all that is needed. Please review the rules and procedures before committing your time as we want this time to be equally rewarding for you as it is our residents.

Please complete all information below and return to [jennfaap@gmail.com](mailto:jennfaap@gmail.com). The safety and wellbeing of our residents is of utmost importance. By signing below, you acknowledge you have read and understand the basic rules and procedures established.

Thank you!

Jennifer Wilt  
Volunteer Coordinator  
C- (770) 855-1446  
[jennfaap@gmail.com](mailto:jennfaap@gmail.com)  
Frankie and Andy's Place

## Contact Information:

Full Name (first and last): \_\_\_\_\_

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

Phone(s): \_\_\_\_\_ or \_\_\_\_\_

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

Best time to contact me: \_\_\_\_\_

- Yes, you may share my contact information with other volunteers
- No, please do not share my contact information with other volunteers

## Your Commitment to Frankie and Andy's Place as a Volunteer:

In order to maintain safety, order, and consistency, we ask that you please adhere to all rules established below. Failure to do so may result in us asking you not to return. While we very much appreciate your time, our senior residents need calm and consistency to thrive and their needs come first!

- Volunteer time slots are available from 10:00 am – 5:00 pm Monday-Sunday.
- New volunteers are required to attend a volunteer orientation as well as 2 shadowing shifts prior to volunteering on your own. **We require a minimum of 2 scheduled shifts per month to volunteer with Frankie and Andy's Place and are strict about this.** We will have different events throughout the year for visitors to come and see what we are all about, but drop ins are not permitted and visits are only allowed if scheduled by Penny Miller.
- Notify Jennifer Wilt as far in advance as possible if you are unable to make the time for which you are scheduled. We understand emergencies and life happens. We just need to make the D.D. staff aware that the time you were signed up for will not be covered or find a replacement volunteer.
- **Please text Penny (678) 936-2771 as soon as possible if you will be more than 10-15 mins late, or will be leaving more than 10-15 mins earlier than the time for which you are scheduled.**
- Park and enter at the side gate (by the ramp).
- Gates should remain closed and latched at all times (including the carabiner clip).
- Upon arrival, review the log. This will give you any up to date information you need to know.
- Resident's profiles can be found in the "Frankie and Andy's Place Residents" notebook on the large table. This will tell you a little about each dog and alerts of any special needs or medical information you need to be aware of. The board on the wall above the couch will provide you with information on what cabin the dogs are to be in and if they are to be put up when you leave your shift. Each cabin has its own fenced in yard. The dogs are to stay in their yard and cabin and not mixed. This is for their safety.
- Under no circumstances should any medication be given to a resident. Penny and her staff will administer all medications if needed.
- No walks outside the designated fenced area while D.D. ranch has dogs in the meadow. Walking paths have been cleared for walking the dogs at any time. The trailhead is marked by rocks at the right of the gravel driveway. Please only take 1-2 dogs at a time. Use extreme caution when opening the gate so as not to let dogs without collars and secured by leashes out. They WILL try to go with you!
- All dogs must be on leash while outside the cabin fence. Leashes may be removed once gates are securely closed within the cabin or DD meadow areas only.
- Do not bring toys or treats or feed the dogs. Some dogs have special dietary needs so meals and snacks are administered by staff.
- If a dog has been pre-approved for visits to facilities off-site, you accept **full** responsibility for the care and well-being of the dog, persons or property effected by the actions of the dog, both financial and legal. These are animals and may be reactive depending upon circumstances and environment. Do not introduce Frankie and Andy's Place dogs to any other animals. Dogs will be secured at all times with a properly fitted collar and leash and will remain in the presence of an adult (18 and over) at all times while off-site. Under **NO** circumstances should dogs be taken off-site without the express approval of Penny or Pete Miller.
- No "talking" to boarded dogs over the D.D. Ranch fence.
- If a dog poops or pees in the cabin, please clean it up immediately. Cleaning products are available in the cabin as well.
- No smoking on Frankie and Andy's Place premises.
- No loud music
- Please do not bring any personal medication on cabin grounds. Keep and take any medication in your car. If a dog were to accidentally get ahold of any medication, this could cause a serious problem if not fatal.

- If you'd like to work on or start a project (hang curtains in winter, help plant garden, etc.), please make sure you get Penny's approval first. Creativity is great and encouraged, but safety comes first.
- Before leaving, please review the checklist and leave a note in the volunteer log book for people coming in after you about any unusual behavior or activities you've done (walks, car rides, time in meadow, etc.).
- Pick up your belongings and any trash that may be left.
- Penny and her staff will appreciate any cleaning / tidying up you can do while you're there, but not expected other than your own belongings.
- Last but not least, please remember that the D.D. Ranch is also Penny and Pete's home. We ask that you respect their privacy and down time. If you have an emergency, of course get help as soon as possible. Running out of poop bags or social visits are not an emergency 😊 In an emergency, call and follow up with a text with who you are, that you are volunteering at the cabin and what the emergency is. **Penny Miller (678) 936-2771**

We look forward to having you as a part of our Frankie and Andy's Place family!

Jennifer Wilt  
Volunteer Coordinator  
[jennfaap@gmail.com](mailto:jennfaap@gmail.com)  
770-855-1446

I have read, understand and accept the rules and commitment of being a volunteer at Frankie and Andy's Place. Sign me up!

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

**Waiver:**

I, \_\_\_\_\_, hereby agree to be a volunteer for Frankie and Andy's Place, Inc. I agree to comply with all of the policies, rules, and regulations which may be established from time to time by Frankie and Andy's Place, Inc. and I understand that the failure to do so may result in my immediate removal as a volunteer. I acknowledge that my services are provided strictly on a volunteer basis, without promise of compensation of any kind.

I recognize that in handling animals and performing other volunteer tasks, there exists a risk of injury including physical harm caused by the animals, the equipment, and the substances being used. Upon my acceptance as a volunteer I acknowledge that I assume full responsibility for my safety. I understand that I serve at my own risk and I agree to hold Frankie and Andy's Place, Inc., its officers, employees, agents, etc. harmless from every and all claims which may arise from injury or damage to my property which might occur from my volunteer services in favor of myself, my heirs, representatives, or dependents.

In the event I require medical care on an emergency basis, I authorize Frankie and Andy's Place, Inc., its officers, employees, agents, etc. or other volunteers to seek such care on my behalf and at my expense.

\_\_\_\_\_

Signature of Volunteer

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of parent or legal guardian (for minors under 18 years)

Date: \_\_\_\_\_