



A Society for Retired Police Dogs
Providing health care and quality of life supports for retired police dogs.

VOLUNTEER HANDBOOK



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WELCOME

Welcome to the Ned's Wish team and thank you for your decision to volunteer with us. Volunteers are vital to the important work of Ned's Wish. You will have an opportunity to help us make a big difference in the lives of retired police dogs and their families.

MISSION

We are dedicated to improving the quality of life of retired police dogs. We create financial support to aid in the cost of healthcare, and we provide education on the importance of caring for police dog retirees.

VISION

Our goal is to be a progressive, innovative society dedicated to improving wellness for retired police dogs throughout Canada. Our work will develop partnerships:

- with families who have adopted retired police dogs;
- to support law enforcement agencies with the care of retired police dogs;
- with veterinarians, veterinary health care providers and veterinary health insurers to ensure retired dogs receive the best care possible;
- with people who have an interest in the quality of life of retired police dogs.

ROLES AND RESPONSIBILITIES

As a volunteer with the Ned's Wish you can expect the following:

- To be valued and respected as part of the team.
- To receive guidance and training for your specific role.
- To receive a volunteer assignment that engages your skills, interests and experience.
- To receive ongoing guidance, feedback, encouragement and recognition from Ned's Wish.
- To have the opportunity to develop skills and be assigned to roles that offer new challenges.

Your volunteer responsibility to Ned's Wish:

- Approach your volunteer role with enthusiasm, honesty and an open mind.
- Ask questions to ensure that you understand a role/task before accepting.
- Carry out your tasks efficiently and effectively and ask for help when needed.
- Respect confidentiality.
- Provide positive or constructive feedback to Ned's Wish Volunteer Coordinator to suggest improvements or changes for your role.
- Notify Ned's Wish as soon as possible if you are unable to fulfill a volunteer commitment.

KEY POLICIES

As a volunteer, there are a number of very important policies that relate to your role:

- Code of Conduct
- Alcohol/Substance Use
- Media Enquiries



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CODE OF CONDUCT

As a volunteer, I shall represent and ensure the organization achieves its mission and goals. As a volunteer I agree to:

- Act with honesty and integrity;
- Keep confidential information confidential;
- Always act for the good of the organization and represent the interests of all people served by the organization;
- Represent this organization in a positive and supportive manner at all times.

ALCOHOL/SUBSTANCE USE

All volunteers are expected to be fit for duty when reporting to work and remain fit for the duration of the day. This implies that volunteers must not be impaired by alcohol, cannabis, illegal drugs, or prescription drugs. If a volunteer is required to take prescription drugs, these drugs should not inhibit their ability to proficiently perform their job functions.

MEDIA ENQUIRIES

All press and media including but not limited to:

- Local and national print publications;
- TV and radio stations;
- Online news services;
- Freelance journalists, including news bloggers should immediately be referred to the designated media liaison of Ned's Wish.

CONNECT WITH US!

Follow us on Twitter and Like us on Facebook! Learn about volunteer opportunities and get updates on special events and projects. Our Ned's Wish Volunteer Resources Facebook page is a great way to learn about the exciting things that are happening and to connect with other volunteers.



VOLUNTEER ACKNOWLEDGMENT

Volunteer Name: _____ (Please Print)

I acknowledge that I have carefully read the Volunteer Handbook and Volunteer Policies of Ned's Wish.

I accept my responsibility and accountability for adhering to those policies concerning my conduct while volunteering with the Society. I am also aware that violations of these policies can lead to disciplinary action up to and including termination of my volunteer role. I understand and agree that the Society has the right to amend the policies and procedures set out in the Handbook from time to time, in its sole discretion, without notice or compensation to me. I agree to promptly review any changes to the Handbook, which are brought to my attention by the Society.

Date: _____

Signature: _____



RELEASE OF LIABILITY

Volunteer Liability Release Form

In consideration of Ned's Wish allowing me to participate in a volunteer capacity, I _____ agree that:

- I am volunteering at my own request and at my own risk.
- I acknowledge that I am aware of all the risks inherent in this role and certify that I have not been otherwise informed by any physician and know of no restrictions imposed on me by my own physician that would in any way prevent me from actively participating in this role.

Further, in consideration of _____ being permitted to participate in this volunteer capacity, I, on behalf of myself, my successors in interest, heirs, assigns and representatives, hereby fully release and agree to hold harmless Ned's Wish, its affiliates, Officers, Trustees, agents, employees and representatives, successors and assigns, of and from any liability, claims, damages or causes of action for any reason, even as a result of negligence by Ned's Wish or that of any one acting on Ned's Wish behalf including without limiting the generality if the following: death, bodily injury, property damage, or any other loss, or inconvenience whatsoever, suffered by me at any time hereafter occurring as a result of my voluntary participation in this program.

Date: _____

Signature: _____