



Dear Prospective Volunteers and Interns,

Thank you for your interest in The Bunny Hutch Boutique and CLIMATES-Rescue. Our volunteers and interns are a precious resource. Interns and Volunteers contribute immeasurably to our mission of understanding and appreciation of the natural world while adding to our overall success. Remember, The Bunny Hutch Boutique combined with CLIMATES-Rescue utilizes elements of a zoo, animal adoption, nutrition, pet sitting, animal rehabilitation, grooming, birthday parties, pet walkers, conditioning, community outreach, wildlife rescue, classes, habitat enrichment, conservation and fun. The Bunny Hutch Boutique and CLIMATES-Rescue prides itself with being 24/7 an experience you can get nowhere else, why not be a part of the action and volunteer! But, that dedication takes hard work, attention to detail and a lot of elbow grease. Previous experience is not necessary; just a positive attitude and a desire to learn.

We offer various positions in several different environments, everything and every step are enhanced by YOU! Every member of your “family” can participate, we feel it is that bridge between you and the natural world around all of us that can only be gained from “hands-on” experiences.

To help us match your interests with our needs, please complete the enclosed Application Packet which consists of our Application, short essay, and a copy of your most recent transcripts (where applicable) along with a signed Code of Conduct. Due to the high volume of applications we receive please allow 2-3 weeks for processing. Please know, incomplete packets will not be processed. After we review your application packet we will contact you to arrange a time for you to meet with a staff member and see if you have what it takes to become one of “Hutch’s Helpers”. If you have any questions about the application process or the volunteer/intern program, feel free to contact The Bunny Hutch at (757) 321-7887 or (866) 488-4248.

- We are an equal opportunity facility. Every staff member was once a volunteer or intern, in fact volunteering with The Bunny Hutch Boutique/CLIMATES is a requirement for employment so why not begin NOW! We pride ourselves on our core mission values, that the life of every creature no matter how small deserves respect. Learn while doing, so come join the FUN! Max

Sincerely,

*Angela Max Maxwell*

Angela “Max” Maxwell, MBBS  
CEO/Director

Please dress professionally\*

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

Interview Time: \_\_\_\_\_

Your Interview is with: \_\_\_\_\_

- “Close-toed” shoes are required on ALL Staff, Interns and Volunteers.
- Husbandry interviews are “working” interviews. Please dress in attire you can get dirty, wet or pooped on.



**The Bunny Hutch Boutique**

**CLIMATES-Rescue**

**1165 Jensen Drive, Suite 100, Volunteer Services, Virginia Beach, Virginia 23451**

**Phone: (866) 488-4248 or (757) 321-7887**

**E-mail: info@TheBunnyHutch.ORG**

**Volunteer/Intern Application**

Name: \_\_\_\_\_  
Last First MI

Nickname: \_\_\_\_\_

Title (Circle One): Mr. Mrs. Miss Ms. Dr. Other

**I am (check all that apply):**

\_\_\_\_\_ Adult Volunteer (ages 18 and above) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Adult Intern (ages 18 and above) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Youth Volunteer (ages 15 to 17 years old) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Family/Group Volunteer\* (ages 18 and above) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Family/Group Volunteer\* (ages 15 to 17 years old) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Family/Group Volunteer\* (ages 11 to 14 years old) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Family/Group Volunteer\*\* (ages 10 and under)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Family/Group Volunteer\*\* (ages 10 and under)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

“Family/Group” Affiliation\*\*\*: \_\_\_\_\_

\*Please submit ALL “Family/Group” Volunteer’s application(s) **together**. Minor children cannot supervise other minor children within “Family/Groups”. Limit of 2 (two) minor children/Adult.

\*\*Children under 10 years of age do not submit applications, but are listed on “Family/Group” (ages 18 and above) application.

\*\*\*” Family/Group Volunteer” Make sure to note group affiliation. Example: Chambers Family, USS Eisenhower, Best Buy, Girl Scout Troop #54 or Boy Scout Troop #121.

**Office Use Only:**

Date Rec'd: \_\_\_\_\_ Staffer: \_\_\_\_\_ Background Check: \_\_\_\_\_ Dir: \_\_\_\_\_ Interview: \_\_\_\_\_

Shift Time: \_\_\_\_\_ Shift Day: \_\_\_\_\_

Circle One: Weekly Every Other Week Monthly

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Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_ (Cell) (\_\_\_\_\_) \_\_\_\_\_  
E-mail: \_\_\_\_\_ Best time to reach you: \_\_\_\_\_

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Emergency contact person: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Phone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

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Current Occupation OR Grade in School\* (if applicable): \_\_\_\_\_  
Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
My employer offers: \_\_\_\_\_ a Time-Off Program for Volunteer/Interns \_\_\_\_\_ A Donation Matching Program  
Highest Academic Certificate/Degree Earned: \_\_\_\_\_ Date: \_\_\_\_\_  
High School/College: \_\_\_\_\_ Major: \_\_\_\_\_  
Other degrees/certifications: \_\_\_\_\_

***\*All students MUST submit most recent copy of transcript and/or resume/CV if available.***

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1. What do you want to get out of your volunteer/intern experience?

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2. Do you speak a foreign language, or know Sign Language? If so, please specify:

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3. What is your experience dealing and/or working with the public?

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4. All positions within The Bunny Hutch Boutique and CLIMATE-Rescue require you to work cooperatively with small to large groups of people. Are you comfortable working in a group and around many people, in some cases visitors to the facility/boutiques? \_\_\_\_\_

- Please explain your answer:

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5. How did you learn about our volunteer/intern program? (If from a current volunteer/intern, please list their name)

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6. Being a volunteer/intern may require flexibility. Are you interested in learning more than just your scheduled shift and location within The Bunny Hutch Boutique or CLIMATES-Rescue? \_\_\_\_\_

7. Skills, Hobbies and Interests:

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8. Previous volunteer/intern experience:

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9. Do you have any health limitations that could affect your volunteer/intern assignment? \_\_\_ Yes \_\_\_ No

- If yes, please explain:

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10. Can you lift 50lbs? \_\_\_ Yes \_\_\_ No      Can you drag 100lbs? \_\_\_ Yes \_\_\_ No

11. What are your areas of interest while volunteering? Please be specific.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*\*For liability reasons, we do not accept any volunteer, staff or docents with either a criminal background, pending criminal actions or volunteer hours necessary for ANY criminal conviction including moving violations. We are a no smoking facility, there is NO smoking on grounds of ANY of our facilities or at ANY of our events.*

**Regular Shifts may range from 6am – 10am, 10m – 2pm, 2pm-6pm, 6pm-10pm, 10pm-2am, 2am-6am (wildlife rescue, domestic rescue, scullery, etc.) daily. Open Positions may be limited. You may choose multiple shifts. The most common husbandry shifts are 10am-2pm and 2-6pm.**

**Please mark your availability to volunteer with The Bunny Hutch on the chart below:**

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
__ 6am-10am	__ 6am-10am	__ 6am-10am	__ 6am-10am	__ 6am-10am	__ 6am-10am	__ 6am-10am
__ 10am-2pm	__ 10am-2pm	__ 10am-2pm	__ 10am-2pm	__ 10am-2pm	__ 10am-2pm	__ 10am-2pm
__ 2pm-6pm	__ 2pm-6pm	__ 2pm-6pm	__ 2pm-6pm	__ 2pm-6pm	__ 2pm-6pm	__ 2pm-6pm
__ 6pm-10pm	__ 6pm-10pm	__ 6pm-10pm	__ 6pm-10pm	__ 6pm-10pm	__ 6pm-10pm	__ 6pm-10pm
__ 10pm-2am	__ 10pm-2am	__ 10pm-2am	__ 10pm-2am	__ 10pm-2am	__ 10pm-2am	__ 10pm-2am
__ 2am-6am	__ 2am-6am	__ 2am-6am	__ 2am-6am	__ 2am-6am	__ 2am-6am	__ 2am-6am

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### REFERENCES

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**Please provide us with names of two people whom you have, or recently had, a professional or business relationship (to include teachers, professors or instructors). These would be people who have knowledge of your work performance (not relatives, neighbors and friends). (Professional references for applicants 18 and older (non-students); teacher’s recommendations/references for students)**

**1.** Name: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: (H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_ (Cell) (\_\_\_\_\_) \_\_\_\_\_

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

Best Time to Contact: \_\_\_\_\_

**2.** Name: \_\_\_\_\_ Company: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: (H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_ (Cell) (\_\_\_\_\_) \_\_\_\_\_

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

Best Time to Contact: \_\_\_\_\_

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**PLEASE TAKE NOTE: We at The Bunny Hutch Boutique and CLIMATES place high priority on the safety of our volunteers. Keep in mind that most volunteer/intern positions involve contact with live animals. While the health of our animals is regularly monitored by veterinarians, contact with live animals may carry the possibility of exposure to animal-borne diseases. All necessary “Personal Protection Equipment” (PPE) must be utilized per instructional training.**

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### **APPLICANT CERTIFICATION**

I certify that the above information is complete and true to the best of my knowledge and I authorize The Bunny Hutch Boutiques and CLIMATES to contact employers and references listed above concerning my work experience. In signing below, I am stating that I have not been convicted of any offense involving cruelty to animals or been charged with any counts of animal cruelty. I understand that there is a \$15.00 processing fee which provides me the required volunteer uniform shirt. I also understand the discovery of any misrepresentation or omission of the facts in this application may be cause for my immediate dismissal.

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

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### **THE NEXT STEP**

Email your volunteer/intern application, code of conduct, copy of transcripts (where applicable) and essay to [Info@TheBunnyHutch.ORG](mailto:Info@TheBunnyHutch.ORG). All applications are reviewed, and if you are selected for an interview, someone will contact you to set up a time to meet with our staff to help match your skills and interests with our needs. Please allow at least two weeks for a response. All applicants are contacted even if there are not accepted in to our program. Program openings may be based on your available times, dates and area interest; if you have any questions just ask. Thanks for your interest in The Bunny Hutch.





# Volunteer and Intern Code of Conduct

Note: volunteers under 18 years of age need the signature of a parent or a guardian at the bottom of this form.

By signing this agreement, I, \_\_\_\_\_, agree to the following:  
(Please print volunteer/intern's name)

- I understand that the goal of volunteering is to engage and educate the public, and my attitudes and actions should always further that goal.
- I agree to work my entire volunteer/intern shift as scheduled, to conduct myself in an appropriate manner, to be honest, to dress in attire that follows the volunteer/intern dress code, to follow safety procedures, and to be prepared for my shift.
- I understand that if I cannot make a volunteer/intern shift (or any part of a shift), it is important to notify The Bunny Hutch (or CLIMATES) ahead of time (24 – 48 hours' notice) by calling (866) 488-4248 or (757) 321-7887.
- Due to the nature of the Zoological Husbandry Program I understand if I miss more than two consecutive shifts I may be removed from the program.
- I understand ANY stray from policy or protocol is construed as negligence on my part. I understand I may be immediately released from the program if these infractions occur. Working with exotics animals is a privilege not a right.
- During my scheduled volunteer/intern shift, I agree to follow directions given by staff, stay in my designated area, and though I may have friends who are also volunteer/interns with The Bunny Hutch (or CLIMATES), I understand that while I am with The Bunny Hutch (or CLIMATES), my focus should be on my assigned duties.
- I understand that I am responsible for reviewing all materials given to me at my interview, Orientation and Trainings if accepted in to the program.
- I understand that failing to observe the above pledges will result in disciplinary action and can result in my dismissal from the volunteer/intern program.
- I know that I represent the facility and Staff, and I promise not to engage in any activity that may cause harm to The Bunny Hutch, others or myself.
- I understand that there may be risks associated with my participation, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent. Nonetheless, I assume all risks of my participation, whether known or unknown to me, including travel to and from my volunteer/intern assignment (including air travel) or any events incidental to my assignment.
- I hereby give my consent to The Bunny Hutch and CLIMATES to photograph, film, videotape and then use, reproduce, and publish said images of me and/or my child/children.
- By signing below, I am stating I have never been found guilty animal cruelty, neglect or abandonment.

\_\_\_\_\_  
Volunteer/Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature of approval (if volunteer is under 18 years old)

- I have read the above and give my child permission to volunteer.  
Furthermore, I acknowledge my commitment and agree to provide the support necessary to ensure his/her success.

\_\_\_\_\_  
Parent/Guardian Phone Number



## The Bunny Hutch & CLIMATES-Rescue Photography Guidelines

- Volunteers and interns who have completed the training program may take photos of the animals during working hours, as long as it does not interfere with your work or put the animal’s care at risk in any way.
- All photos must show proper animal handling techniques in proper safety The Bunny Hutch Boutiques and CLIMATES-Rescue attire and care according to our training manual. Closed toe shoes, volunteer shirt, shorts, pants, etc.
- All photos taken during working hours are considered a “work product” and are property of The Bunny Hutch, Inc. and CLIMATES.
- Please text or email all photos to Allison Boyer (570-556-6416 or [info@thebunnyhutch.org](mailto:info@thebunnyhutch.org)) to use on social media when appropriate. Do not send via Facebook messenger, they become pixelated and cannot be used.
- You may post photos your take on your personal social media accounts. Please show the first few to a manager or Dr. Maxwell. All photos taken during work and posted online must be tagged ([www.Facebook.com/TheBunnyHutch](http://www.Facebook.com/TheBunnyHutch) and @HutchtheBunny on Instagram or Twitter).
- Dr. Maxwell has the right to require you to take down any posted photos taken by ou or others at the rescue for any reason.
- If you post a photo of an animal with a treat, please make sure you note that the animal is getting a special treat as part of a healthy diet. (We don’t want people to think that we feed rabbits carrots as their main meal, for example.)
- If a visitor asks to take a photo of Jr or any other animal, please say, “Yes, we just ask that you tag us at The Bunny Hutch on Facebook or @hutchthebunny on Instagram if you post the photo online.”
- Please ask before you take a photo of any other intern, volunteer, or visitor. There is in every volunteer application a photo release that everyone has signed, but still ask them out of courtesy.
- You may print photos you took during work for personal use/photo albums.

If you would like to take photos for any other purpose (such as a website, to print commercially, etc.), you must acquire a signed animal photo release form from Dr. Maxwell and you must schedule a time to take these photos outside of work hours. Dr. Maxwell has the right to refuse any request for any reason.

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**Volunteer/Intern Signature**

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**Date**

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**Parent/Guardian Signature of approval** (if volunteer is **under 18** years old)

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**Parent/Guardian Phone Number**

- I have read the above and give my child permission to volunteer.  
Furthermore, I acknowledge my commitment and agree to provide the support necessary to ensure his/her success.