

**Harley's Hope Foundation  
Client Volunteer Agreement**

All clients receiving assistance from Harley's Hope Foundation are required to write thank you notes/testimonials for our use and are asked to volunteer time with the organization as a way of giving back and helping us help others. We base volunteer time on the value of services rendered and the current value of volunteer time in the State of Colorado - \$25 per hour. If your pet received \$500 worth of assistance, you might consider volunteering 20 hours with HHF. If your pet received \$400 worth of assistance, you might volunteer 16 hours. \$300 equals 12 hours of volunteer time and so on. Even if you are unable to complete hours equal to the services your pet received, any volunteer time you can give helps us continue providing our services to the community.

Some of the activities that you may be asked to do are:

**Special Events** – clients may volunteer at community events, usually in 4 hour increments. This task will involve communicating with the public, explaining what HHF is and does, selling fundraising items, and, possibly setting up and taking down the booth. Events are seasonal, beginning in late April through late September. This task is for clients in Southern Colorado.

**Colorado Kitty Pot** – HHF launched Colorado Kitty Pot in 2014. This social enterprise raises money through the packaging and branding of catnip and catnip products for sale to the public and to retailers. These tasks are on-going and year-round for clients in Southern Colorado. Clients who choose to volunteer in this area may do the following:

Labeling bags – labels must be placed on bags neatly and evenly – two labels per bag. (may be done at volunteer's home)

Examining bags – once labels have been affixed, we need volunteers to check the bags for neatness (may be done at volunteer's home)

Opening bags – before the bags can be stuffed with catnip, the “zipper” closure must be opened (may be done at volunteer's home)

Stuffing bags – we stuff each bag with 1 ounce of catnip, clear off the top, weigh, then close the zipper (this must be done at the HHF office in Black Forest)

Count and package finished bags – bags must be accurately counted as they are packed in boxes for shipping to retailer (this must be done at the HHF office in Black Forest)

**Donor Thank You Notes** – All clients will be required to write generic thank you notes to HHF donors for inclusion in tax letters.

**Pet Care** – come to the HHF office and walk foster dogs, visit with foster cats, groom animals, help clean up their living area.

**Fundraising** – set up a bake sale, pet food drive, other type of activity to help increase knowledge of Harley's Hope Foundation and to help raise funds for other animals in need. (Activities can be held outside of the Pikes Peak Region with funds mailed to HHF and photos of activities emailed for use on our Facebook page.)

**Other** - Do you have special skills or talents? Can you design flyers and posters? Do you sew? Are you a budding photographer? Are you a master baker? Do you have better than average writing skills that would allow you to help with writing grant proposals or articles for our e-newsletter? If so, let us know! \_\_\_\_\_

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*I verify that I have read and understand the client volunteer agreement. Furthermore, I release Harley's Hope Foundation, its agents, staff, other volunteers, and service providers, from liability arising from injuries that may result during completion of this requirement. My printed name below signifies agreement.*

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Client's Printed Name

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Date

**Please print out this form, print your name on it, scan it,  
and email it back to [services@harleys-hopefoundation.org](mailto:services@harleys-hopefoundation.org)**