



DEAR SUPPORTER,

Thank you for your interest in volunteering your time to Save the Chimps.

Did you know that our volunteers come from all walks of life? They are nurses, teachers, IT specialists, homemakers and retirees – to name a few. The one thing that they **do** have in common is their compassion towards animals and the motivation to help improve the lives of the chimpanzees in Save the Chimps' care.

Volunteers are considered a valued asset in helping Save the Chimps accomplish its mission of providing for the lifelong care of these beautiful beings.

Each department has its own requirements for training and time commitment.

Save the Chimps is grateful for your interest and commitment to the work that we do – your support is essential to our success!

A handwritten signature in black ink, appearing to read "Philip Flynn, III". The signature is fluid and cursive, with a horizontal line extending from the end.

Philip Flynn, III
Executive Director

A handwritten signature in black ink, appearing to read "Jen Feuerstein". The signature is fluid and cursive, with a horizontal line extending from the end.

Jen Feuerstein
Sanctuary Director



Section 1 – Introduction

History

Save the Chimps, Inc. was established in 1997, under the leadership of Carole Noon, Ph.D., Founder and Sanctuary Director, in response to the U.S. Air Force’s announcement that it was getting out of the chimpanzee research business. At the end of the long giveaway process most of the chimpanzees, described by the Air Force in a Wall Street Journal article as “surplus equipment,” were sent to the Coulston Foundation in Alamogordo, New Mexico, a biomedical laboratory with the worst record of any lab in the history of the Animal Welfare Act. Save the Chimps, Inc. sued the Air Force on behalf of the chimpanzees given to the Coulston Foundation. After a year-long struggle, Save the Chimps, Inc. gained permanent custody of twenty-one (21) chimps, survivors and descendants of those captured in Africa in the 1950’s and used by the Air Force in the original NASA “chimpanaut” program.

The vision of Save the Chimps, Inc. was -- and remains-- to create a sanctuary where rescued chimpanzees can live out their lives without the threat of ever returning to a laboratory. A generous donation by the Arcus Foundation enabled Save the Chimps, Inc. to purchase 200 acres for a permanent sanctuary in Fort Pierce, Florida. The Sanctuary environment was carefully designed to nurture and stimulate these sensitive and complex primates by creating a secure and enriching environment, including the construction of a three-acre island on which to safely express natural behaviors without human interference. These former lab chimpanzees now live as a social group at the world’s largest sanctuary for rescued chimpanzees, Save the Chimps, Inc.

In September 2002, the Coulston Foundation, with governmental funding withdrawn due to violations of the Animal Welfare Act, was on the verge of bankruptcy. Frederick Coulston contacted Dr. Noon and offered to sell the laboratory land and buildings to Save the Chimps, Inc. and “donate” all its 266 chimpanzees. With the future of the primates in jeopardy, Save the Chimps, Inc. received an unprecedented grant of \$3.7 million from the Arcus Foundation to purchase the New Mexico laboratory. Additional funding came from the Animal Rights Foundation of Florida, Doris Day Animal League, Friends of Washoe, In Defense of Animals and New England Anti-Vivisection Society as well as many others. This was the largest rescue effort ever made on behalf of captive chimpanzees.

Immediately after taking possession of the lab, Dr. Noon and her staff began to modify the stark Alamogordo facility into a healthier and happier environment for the chimpanzees now in their charge including, for the first time in their lives, fresh food, enlarged cages, enrichment activities, compassionate caregivers and most importantly, the establishment of social groups. By introducing the chimpanzees to one another and allowing them to form family units, while still in New Mexico awaiting completion of the Islands and facilities in Florida, their transition to the Islands in the Sun will be much faster and smoother.

Mission Statement

The mission of Save the Chimps, Inc. is to create a sanctuary for the permanent, lifelong care of chimpanzees rescued from research laboratories or from owners no longer able to provide adequate care. The sanctuary gives chimpanzees a secure and enriching environment, spacious outdoor enclosures and the opportunity to express natural behaviors. The sanctuary environment was carefully designed to nurture and stimulate these sensitive and complex primates.



Section 2 –Safety Protocol

General Policy

Every volunteer has the right to a safe and healthy work environment. It is the Sanctuary's duty to provide an environment free from safety and health hazards. The safety of the staff and volunteers, as well as the health and safety of the chimpanzees, is of the utmost importance. Volunteers must follow all protocol as well as safety procedures and policies. Please use gloves while cutting food.

Management Commitment

The Sanctuary is committed to providing its volunteers with a safe and healthy environment. It is the Sanctuary's policy that volunteers shall immediately report unsafe conditions and not perform tasks if the conditions are considered to be dangerous. Volunteers must immediately report all accidents and injuries. Any volunteers found to be in violation of any of the safety rules established herein will be asked not to return to the Sanctuary.

Volunteer Responsibility

It is the responsibility of each volunteer to comply with any Sanctuary loss prevention and/or safety program while continuing to develop safe volunteer habits and that volunteers protect themselves, the Sanctuary, Sanctuary equipment, and other volunteers by conducting their actions in a safe, responsible, and competent manner.



Section 3- Volunteer Procedures

General

- Volunteers are required, when they arrive, to punch in using the Volunteer timeclock. It is the responsibility of each volunteer to record his/her own hours;
- At the beginning of your shift, you are required to inform the staff you are on the grounds. You must wear your STC-issued volunteer t-shirt. Duties during the day will be directed by the staff and may include: cutting browse materials, preparing enrichment activities for the chimpanzees, cleaning and preparing produce, assisting with general clean up such as washing dishes, sweeping floors, completing general chores, etc.;
- Personal items, such as purses, backpacks, shoes, change of clothing, etc., may be stored in the cupboard in the kitchen. Please do not leave personal items on the kitchen work tables and counter tops;
- Lunches and drinks may be stored in the “human” refrigerator in the kitchen;
- Drink plenty of fluids on hot days.



Confidentiality

Save the Chimps, Inc. operations and business affairs should not be discussed with anyone outside the sanctuary staff. Information concerning acquisition or arrival of chimps, other significant events involving the chimpanzees, donors and donation amounts, and similar subjects may not be disclosed to anyone outside the organization unless such information has been made public by Save the Chimps, Inc. through its website, newsletter, brochures, or advertisements.

Definition of a Volunteer

- Works on regular, short-term, or occasional basis;
- Provides services to nonprofit organization or those served;
- Not paid as a staff member or consultant;
- Excludes members of board of directors - unless they provide services beyond traditional governance duties.

Requirements

To volunteer at the Sanctuary, you must:

- At least 18 years of age;
- Be a current member of Save the Chimps;
- Provide evidence of a current tetanus shot and negative TB test; Complete volunteer application and be interviewed by STC staff;
- Successfully complete interview process and volunteer orientation/training for their specific area of work;
- Show valid state, military or government – issued I.D.;
- Provide two (2) references (non-familial);
- Sign a disclosure/release form;
- Sign off on STC's Volunteer Safety Manual & Handbook;
- Meet the requirements listed for particular duties/tasks/activities.

Volunteers

Volunteers provide much needed assistance to the Sanctuary in a variety of ways as outlined in the following sections. However, we ask that no volunteer go beyond the benches unless a staff member extends an invitation.

Dress Code

Volunteers are required to wear a Save the Chimps-issued t-shirt.



VOLUNTEER POSITION DESCRIPTIONS

Each department has its own requirements for training and time commitment.

VOLUNTEER POSITION – DESCRIPTIONS

CHIMPANZEE CAREGIVING *including but not limited to*

*(must be an STC volunteer in good standing for a minimum of three (3) months; requires completion of 80 hours of volunteering for STC in other areas; interview with caregiving supervisory staff; ability to meet physical requirements for caregiving; **minimum** commitment of 16 hours per week)*

- Assist STC professional caregiving staff in cleaning of chimpanzee housing;
- Cleaning chimp housing includes: rinsing, scrubbing, lifting, handling bodily waste and other trash, washing and hanging laundry. IT DOES NOT INCLUDE “PLAYING WITH THE CHIMPS”;
- Chimpanzee caregiving volunteers will also be required to complete kitchen and enrichment duties as a part of the caregiving routine;
- Other caregiving duties as needed;
- Chimpanzee caregiving volunteers will be required to report for volunteering on a regular schedule that corresponds with the daily cleaning schedule at STC. Failure to report for a shift as scheduled will result in suspension or termination of volunteer status;
- Failure to follow STC staff directions and failure to follow all STC policies and procedures will result in immediate suspension or termination of volunteer status;
- The Chimpanzee Caregiving volunteer program may be eliminated at any time without notice.

MEAL AND ENRICHMENT PREPARATION *included but not limited to*

*(requires a **minimum** commitment of 12 hours per month)
there is no direct contact with chimpanzees*

- Chimpanzee browse; cutting fresh browse and vegetation for chimps nesting, foraging and play;
- Enrichment; preparing of treat boxes, pine cones, foraging boards, etc.;
- Inspecting and sorting of donated toys for chimps, removing unsafe items;
- Food preparation; washing of fruits and vegetables, sorting, dicing, counting of food items for chimps’ daily meals(i.e. cooking of oatmeal, pasta, rice or other hot meals);
- Preparation of chimpanzee holiday packages;
- Cleaning of kitchen and enrichment area, including washing dishes and bottles, sweeping, mopping, etc.;
- Other kitchen and enrichment duties as needed.

MAINTENANCE AND GROUND WORK *included but not limited to*

*(requires a **minimum** commitment of 12 hours per month)*

- General cleaning of human areas; sweeping pathways, etc., general repairs (i.e. painting, handyman work);
- Golf cart maintenance: washing and general upkeep to golf carts;
- Garden maintenance; tending garden area, watering, weeding, mulching, fertilizing, picking fruit, trimming branches, etc.;
- Grounds maintenance; mowing, weeding, trimming of trees;
- Preparation of grounds for Member Events;
- Other maintenance and grounds-keeping work as needed.



DEVELOPMENT/ADMINISTRATIVE *included but not limited to*
(requires *minimum* commitment of 8 hours per month)

- General filing duties;
- Preparation of information packets;
- Assist in mass mailings (handwriting thank you's, addressing and stuffing envelopes);
- Preparing items for tabling events.

FUNDRAISING AND SPECIAL EVENTS *included but not limited to*

- Distribute donation jars/information packets at local businesses;
- Work at any of the following posts; reception/welcome desk/silent auction/sell raffle tickets at fundraising and on-site sanctuary events;
- Deliver and/or pick up items used for fundraising events (i.e. easels, posters, packets, TV);
- Table events in behalf of STC.



**RELEASE OF LIABILITY FOR VOLUNTEERS
READ CAREFULLY BEFORE SIGNING**

I, _____, in consideration for being permitted to participate as a volunteer at Save the Chimps, Inc., hereby releases and discharges Save the Chimps, Inc. and their respective officers, directors, employees, agents, contractors, subcontractors, representatives, successors, and assigns, and all persons conducting, directly or indirectly, the activities surrounding my involvement as a volunteer at Save the Chimps, Inc. from any and all claims, rights, demands, actions, causes of actions, expenses and damages, which I or my heirs, personal representative, successors, assigns or anyone claiming by, through, or under me ever had, now has, or may have against the parties identified above arising from any injury, act or omission relating in any way to my participating as a volunteer for Save the Chimps, Inc. or my access and/or us to any property owned by Save the Chimps, Inc.

I fully understand that this Release includes, but is not limited to, any claims, rights, demands, causes of action, expenses and damages whatsoever which may arise from injury, act or omission, caused, occasioned, or contributed to, actually or allegedly, by the negligence, sole or concurrent, of one or more of the parties released herein.

I also fully understand the risks involved in my participation as a volunteer including, but not limited to, those risks involved with working with wild and/or endangered animals and their habitats, and fully assume said risks for any injury, losses or damages of any kind resulting from such risks, or any risks involved in associated activities.

I understand that chimpanzees are wild animals and are capable of causing serious injury or death. Chimpanzees are estimated to be seven times stronger than humans of the same size. In spite of their large size they can move at lightning speed. It is always a possibility that any enclosed animal may escape.

I acknowledge that I have read, fully understand and voluntarily agree to this Release and that no oral representations, statements or inducements apart from this Release have been made to me.

Date

Volunteer Signature



Administrative Confidentiality Agreement

I _____, comply with the confidentiality policy set forth during my volunteer period in the Administration Department at Save the Chimps.

Policy: Any and all information that I am privileged to, either in writing or verbal, is strictly confidential and will not be discussed with any other volunteer, employee or outside persons. Violation of this policy will result in my volunteer privileges being terminated immediately and permanently.

VOLUNTEER DATE

Monica Naranjo – VOLUNTEER COORDINATOR DATE

Tami Ryan – ADMINISTRATIVE ASSISTANT DATE



VOLUNTEER CONFIDENTIALITY AGREEMENT

This agreement is made between _____ (Volunteer) and Save the Chimps, Inc. starting on _____, 20____. This agreement remains in effect indefinitely.

Volunteer will perform services for Save the Chimps, Inc. (which may require Save the Chimps, Inc. to disclose confidential and proprietary information (“confidential information”) to volunteer. Confidential information is any information of any kind, nature, or description concerning any matters affecting or relating to volunteer’s services for Save the Chimps, Inc., the business or operations of the Company, and/or products, drawings, plans, processes, or other data of Save the Chimps, Inc. accordingly, to protect the Save the Chimps, Inc. Confidential information that will be disclosed to the volunteer, the volunteer agrees as follows.

- A. Volunteer will hold the Confidential Information received from Save the Chimps, Inc. in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. Volunteer will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Save the Chimps, Inc.
- C. Volunteer will no reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Save the Chimps, Inc.
- D. Volunteer will, upon the request or upon termination of his/her relationship with Save the Chimps, Inc., deliver to Save the Chimps, Inc. any drawings, notes, documents, equipment, and materials received from Save the Chimps, Inc. or originating from its activities for Save the Chimps, Inc.
- E. Save the Chimps, Inc. has the sole right to determine the treatment of any information that is part or project specific received from volunteer, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as the Company may deem appropriate.

Save the Chimps, Inc. reserves the right to take disciplinary action, up to and including termination, for violations of this agreement.

Volunteer represents and warrants that it is not under any preexisting obligations inconsistent with the provisions of this Agreement. Signing below signifies that the volunteer agrees to the terms and conditions of the agreement stated above.

Company Director Signature Date

Volunteer Signature Date



Chimpanzee Physical Contact Policy Acknowledgement

I understand that I am **Not Allowed** to touch the chimpanzees. I also understand that I am **NOT ALLOWED** to let the chimpanzees touch me or any part of me.

All chimpanzees fall under this policy.

I understand that if I have any physical contact with **ANY** chimpanzees, my services as a volunteer will be terminated.

I understand that chimpanzees are wild animals and are capable of causing serious injury or death. Chimpanzees are estimated to be seven times stronger than humans of the same size. In spite of their large size they can move at lightning speed. It is always a possibility that any enclosed animal may escape.

I understand that I may be denied access to any portion of the Sanctuary for any reason and I may be asked to leave for any reason. I **MUST** be accompanied by an employee of the Sanctuary at all times and respect and follow any instructions given to me.

I have completely read and understand the above policies.

Volunteer Name (Printed)

Volunteer Signature

Date



STC Onsite Photo and Video Image Waiver and Release

I understand that video and/or photographs may be taken of me while I am at Save the Chimps, Inc. (“STC”) property referred hereto as the Sanctuary. I agree and acknowledge that STC is permitted to use my name, photograph, video pictures, or likeness in any manner STC sees fit. I hereby waive any and all rights and/or claims I may have against STC, its officers, directors, employees, staff members, agents, or assigns from the use of my name, photograph, video, or likeness. I agree that such items may be made available for public dissemination.

STC has unlimited permission to use my name, photograph, video pictures, or likeness in an effort to generate sales, for publication, for marketing and/or advertising materials, or for any other reason whatsoever, now and until the end of time. I agree that the use of my name, photograph, video pictures, or likeness does not constitute an unwarranted invasion of my personal privacy. I hereby waive any personal privacy interests I may claim. I agree that I shall not retain any rights whatsoever to STC’s use of my photographs, video pictures, likeness or representation of me. I agree to waive and indemnify STC from any and all claims regarding this matter.

This Waiver and Release shall be construed, interpreted and the rights of the undersigned and STC shall be determined in accordance with the laws of the State of Florida. Venue shall be exclusively in the State or Federal Courts located in Martin County, Florida. The parties agree to submit exclusively to this venue and waive any objections to lack of jurisdiction including, without limitation, any defenses of forum non-conveniens.

If any litigation arises from this Waiver and Release, the prevailing party shall be entitled to recover all reasonable legal fees and costs from the losing party.

No waiver of any of the provisions of this Waiver and Release shall be deemed or shall constitute a waiver of any other provision hereof (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided. In the event that any one or more of the provisions contained in this Waiver and Release, shall, for any reason, be held to be invalid, illegal or unenforceable in any respect then to the maximum extent permitted by law, such invalidity, illegality or unenforceability shall not affect any other provision of this Waiver and Release or any other such instrument.

Volunteer Name (Printed)

Volunteer Signature

Date



VOLUNTEER APPLICATION

Name:	
Address:	
City/State/Zip	
Home Phone:	
Work Phone:	
Email Address:	

Do you have any specific trade skills: _____

Please check which area of Volunteering you would be interested in doing for Save the Chimps?

Are you available to volunteer: ___ Weekdays ___ Weekends ___ Anytime
 What time of day are you available: ___ Mornings ___ Afternoons ___ Anytime
 Do you prefer to work: ___ Indoors ___ Outdoors ___ No Preference

Please number the tasks in order of preference:

- House hold tasks (i.e. laundry, sweeping, washing windows) _____
 - Preparing/cooking meals _____
 - Gardening (i.e. weeding, mulching, applying fertilizer & composte) _____
 - Driving your vehicle to pick up or drop off items _____
 - Tabling events and/or presentations at area schools and civic groups _____
 - Working in an office setting (i.e. filing, shredding paper, stuffing envelopes) _____
 - Cleaning of chimpanzee buildings _____
- (require completion of 80 hrs volunteering in other areas, as well as other special requirements).*

**All volunteer tasks, with the exception of office work – are needed seven (7) days per week.
 Volunteering in the office is Monday through Friday.**

Do you have good penmanship? If so, please provide us with a sample of your writing:
 Please write the following in BLOCK and CURSIVE: *The quick brown fox jumps over the lazy dog.*

Are there any duties that you are not physically capable of doing?



Please provide us with the names of two individuals (not related) that you have known for at least two (2) years who we may contact for a reference.

1. _____
 NAME TELEPHONE E-MAIL

2. _____
 NAME TELEPHONE E-MAIL

Individual(s) for us to contact in the event of an emergency.

Name:	
Address:	
Home Phone:	Cell Phone:
Email Address:	

Please be aware that your volunteer activities will not include any direct contact with the chimpanzees.

Agreement and Signature

By submitting this application, I affirm and attest that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in termination of my volunteer services.

Name (please print)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering with us to help improve the life of chimpanzees!