**On premises volunteers**

**Heartland Humane Society**

Heartland Humane Society greatly appreciates everything that our volunteers do for the betterment of the shelter and its four-legged residents. By volunteering your time to walk dogs, play with cats, do odd-jobs, etc. Our staff personnel are able to complete other necessary duties.

In addition to the good deeds that are done, there are guidelines that must be followed by all volunteers in order that the daily shelter functions run smoothly. Please read the following mandates and be prepared to abide by them:

1. When you arrive at the shelter, check-in with the shelter personnel, then see if any special jobs need to be done. Perform whatever duties are assigned. If the duty assigned to you is beyond your capabilities, then request a different assignment.
2. If you are at the shelter to specifically walk dogs and/or pay with the cats, then let the shelter personnel know that this is what you intend to do for the time that you are at the shelter. Then specifically perform those tasks.
3. Volunteers need to be constructively busy while at the shelter.
4. When working with a puppy, get out of the mainstream of activity (the foyer and the front entry area) by taking the puppy for a walk or by taking it to a play area designated by the shelter personnel. Just holding puppies gives them love, but not always the proper exercise that is needed.
5. In the feline rooms, walk around to make contact with and/or play with the cats/kittens: sit on the floor among them and play: let them sit on your lap: try a variety of activities- there is a different approach to felines than there is to dogs.
6. Volunteers are not to assist clients: this is a job for the shelter personnel. Do not offer any information about the pets unless the manager or designated personnel is present and asks you for specific information that you might know because of your contact with the animal.
7. Youth **MUST** be with an adult at all times. If walking dogs the adult needs to be the one getting the dog out and putting the dog back in the kennel.
8. When getting dogs out to walk if the dog goes in its dog house or into the building please do NOT go after the dog. Simple walk someone else. There is a reason this dog is not wanting out. No one should be interacting with animals in their kennels. Please take them to the exercise pen or for a walk. --------------The Manager

Heartland Humane Society

Volunteer Application

Are you 18 or older? \_\_\_\_\_Yes \_\_\_\_\_No Date: \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name: |  |
| Parents name, if minor: |  |
| Email:  (used if we are in need of help in an area you have shown interest) |  |
| Phone:  (Best time to contact) |  |
| Mailing address: |  |
| Emergency  Contact (name/phone/relationship) |  |
| Employer  (used only to help us get a better idea of the demographic make-up of our volunteer) |  |
| Allergies or Limitations |  |
| Anything special training/skill/languages that might be helpful while volunteering |  |

Animal Experience:

\_\_\_\_\_Grooming \_\_\_\_\_Obedience training \_\_\_\_\_Pet sitting/walking \_\_\_\_\_Boarding kennel \_\_\_\_\_Veterinary clinic \_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_

Have you ever volunteered at another animal shelter? \_\_\_Yes \_\_\_No If yes, where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Preferences:

\_\_\_Shelter \_\_\_Dog walker \_\_\_Pet spa \_\_\_Cat socializer \_\_\_Computer/website

\_\_\_Animal transport \_\_\_Foster care \_\_\_Special events (offsite) \_\_\_Kong tech \_\_\_Dishwasher \_\_\_Laundry \_\_\_Photographer \_\_\_working with puppy mill dogs

When are you available to volunteer? \_\_\_weekdays \_\_\_weekends \_\_\_Mornings \_\_\_Afternoons

Length of time you would like to volunteer: \_\_\_One time \_\_\_short term \_\_\_on-going

Statement of Agreement:

Please read each statement, check beside, and indicate agreement by your signature below.

\_\_\_I agree not to consume, use, possess or be under the influence of any drug or alcohol products while volunteering for Heartland Humane Society.

\_\_\_I understand that any conduct or pattern of conduct that would tend to disrupt, diminish or otherwise jeopardize public trust in Heartland Humane Society will result in dismissal.

\_\_\_Confidentiality is a must here at Heartland Humane. I understand that information contained in any paperwork/file may contain the identity of a previous owner or an address, telephone number, or any other personally identifying information is to remain confidential. The information may be disclosed only to a government entity or a person that, under a contact with a governmental entity, provides anima control services or animal registration services for the governmental entity for purposes related to the protection of public health and safety.

\_\_\_I understand that my volunteer assignment with Heartland Humane Society maybe terminated at any time.

\_\_\_I understand that I will not post pictures of animals in Heartland Humane Society’s care on social media in a negative manor.

\_\_\_I understand that if under the age of 18 yrs. of age I must be in the presents of an adult volunteer at all times unless working on silver cord hours and the proper forms have been filled out.

\_\_\_I have NOT been convicted and/or place on probation for any criminal offense. If you have been convicted and/or placed on probation, please list dates and nature of the offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of volunteer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of accompanying adult volunteer (if volunteer is a minor):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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