

Project Hope Humane Society, Inc.
Volunteer Application Form
(Volunteers must be 16 years of age or older to volunteer)
(Please print clearly or type)

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Do you have any known allergies? _____

Do you have any medical conditions? _____

In Case of emergency

First Contact Person: _____

Relationship: _____ Phone: _____

Second Contact Person: _____

Relationship: _____ Phone: _____

When would you be available to volunteer? _____

Do you have any special interests or hobbies? List them below.

What type of work would interest you? Please circle all that apply.

- Cleaning kennels • Cleaning cat enclosures •Laundry •Bathing dogs
- Answering phones •brushing dogs •brushing cats •office work •mowing
- Construction •Landscaping/Gardening •plumbing •painting •home repair
- Walking dogs •electrical work •Fundraising •Event planning •general cleaning
- Web design •computer repair •transporting animals •helping at adoption events

Disclaimer: I agree not to hold Project Home Humane Society, Inc. responsible for any injury or incident that may occur while I am volunteering.

Signature: _____ Date: _____

Important Information

All volunteers must be properly trained for the duties they are assigned and should be supervised at all times. All volunteers will be treated with respect and given the proper work assignment for their age and physical capacities. Volunteers must be at least 16 years of age, or if younger, accompanied by an adult. All volunteers will complete the volunteer form which includes signing a waiver releasing Project Hope Humane Society, Inc. of all liabilities. Volunteers are required to keep track of their hours. No volunteer will take unnecessary risks to feed, water, or care for an animal, should the animal display aggression. If situation arises, volunteer is not responsible and should notify staff or Board Member immediately.

All volunteers are expected to treat Project Hope staff and all animals in a respectful manner. They are also expected to represent Project Hope in a positive manner at all times. Any volunteer can be asked not to return if shelter staff and Board of Directors feel a volunteer poses a risk to Project Hope.

GROUPS OF VOLUNTEERS:

Project Hope encourages and welcomes groups of volunteers but does have requirements in place for the safety of group members and animals. Group leaders need to contact shelter staff prior to coming and schedule date and time. We recommend groups comes on a day the shelter is closed if possible. All groups are expected to adhere to volunteer policy. All group leaders and/or staff are expected to supervise group members at all times. Group may be asked to leave at any time if Project Hope staff feels necessary.

All groups of children must have at least 1 adult per 3 children. Due to limited space, a maximum of 8 people at one time. It is recommended on groups larger than 8 that they split the time frame and alternate groups.

If the group consists of adults only, the maximum number at one time will still be 8. If the group consists of special needs adults, they must have 1 staff per 3 adults to ensure safety.

ADOPTION EVENTS:

Adoption event committee will schedule these events. The adoption guidelines are to be followed at each event. The shelter staff will only attend these events if coverage at shelter is available. If shelter staff attends they will be doing on a volunteer basis and will not be paid by Project Hope.

Volunteers are encouraged to assist with these events but the following guidelines must be followed.

1. Volunteer forms must be completed prior to attending the event.
2. Sign up prior to the event (contact adoption event committee person). Some event locations may have limited space and therefore we need to ensure that we have the appropriate number of people there.
3. No children under the age of 16 can volunteer at events not located at the shelter, even if a parent is present. This is a PetSmart corporate policy and Project Hope must follow in order to be allowed to participate in events held at their locations. If event is not located at PetSmart, approval for younger volunteers is needed from the adoption event committee prior to event.
4. Volunteers are expected to represent Project Hope in a positive manner at all times.
5. Final approval of adoptions at these events will be done by appointed volunteers only such as employee, board member, or Project Hope person in charge of event.

I have read the above policies and agree to adhere to them.

Signature: _____ Date: _____