



VOLUNTEER APPLICATION
(PLEASE PRINT)

P.O. Box 38 • 4915½ West Taft Road • Liverpool, New York 13088 • (315) 457-8762

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEL (H) _____ (W) _____ (C) _____

E-MAIL (H) _____ (W) _____

18 OR OLDER? (Y) _____ (N) _____ IF (N), YOUR PRESENT AGE: _____

DO YOU CURRENTLY HAVE PETS OF YOUR OWN AT HOME? (Y) _____ (N) _____

IF (Y), WHAT KIND(S)? _____

PLEASE TELL US ABOUT YOURSELF (WORK/SCHOOL, ACTIVITIES, INTERESTS): _____

PLEASE TELL US WHY YOU WOULD LIKE TO VOLUNTEER AT OUR ANIMAL SHELTER: _____

HAVE YOU EVER BEEN **CONVICTED** OF A CRIME (Y) _____ (N) _____

IF (Y), GIVE DETAILS: _____

ARE YOU APPLYING TO VOLUNTEER AT THE HUMANE ASSOCIATION **DUE TO YOUR BEING REQUIRED TO PERFORM COURT-ORDERED MANDATORY COMMUNITY SERVICE?** (Y) ___ (N)___

I HEREBY AFFIRM THAT THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND INFORMATION; I FURTHER AGREE, IF ACCEPTED BY THE HUMANE ASSOCIATION AS A VOLUNTEER, TO ABIDE BY THE TERMS OF THE VOLUNTEER PROTOCOL IN ITS ENTIRETY, AND TO EXECUTE THE REQUIRED VOLUNTEER RELEASE FORM BEFORE COMMENCING ANY ON-SITE VOLUNTEER ACTIVITY.

(SIGNED) _____

OFFICE USE ONLY: APPROVED _____ DENIED _____ DEFERRED _____

REASON(S): _____



ON-SITE VOLUNTEER PROTOCOL

(REV MAR 09)

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- 1) ON-SITE VOLUNTEERS SHALL BE AT LEAST 18 YEARS OF AGE (EXCEPTIONS MAY BE MADE FOR THOSE AGES 16 AND 17, WITH THE FOLLOWING PROVISIONS: A) THEY SHALL BE CURRENTLY ENROLLED AS FULL-TIME STUDENTS; B) THEY SHALL SUBMIT A VOLUNTEER RELEASE FORM WITH PARENTAL CONSENT EXECUTED; C) THEY SHALL HAVE A PERSONAL INTERVIEW WITH THE SHELTER DIRECTOR).
- 2) ALL VOLUNTEERS SHALL HAVE MAJOR MEDICAL COVERAGE, EITHER IN THEIR OWN RIGHT, OR THROUGH THEIR PARENTS' OR GUARDIANS' HEALTH INSURANCE; THE SHELTER ASSUMES NO RESPONSIBILITY FOR ACCIDENTS AND/OR INJURIES INVOLVING VOLUNTEERS WORKING ON-SITE (VOLUNTEERS WILL BE REQUIRED TO SIGN A RELEASE FORM ACKNOWLEDGING THIS BEFORE COMMENCING DUTIES).
- 3) VOLUNTEERS SHALL SIGN UP FOR, AND ADHERE TO, A WEEKLY SCHEDULE (TWO-HOUR TIME SLOTS ARE AVAILABLE FROM 8:00 AM TO 4:00 PM, MON-SUN); VOLUNTEERS WHO HAVE COMMITTED THEMSELVES TO A CERTAIN DAY AND TIME AND ARE EXPECTED TO SHOW UP, OR TO GIVE AT LEAST 24 HOURS' NOTICE (NOTE: THREE "NO-CALL/NO-SHOWS" = NAME DELETED FROM THE VOLUNTEER ROSTER).
- 4) THERE SHALL BE ON-SITE DURING ANY GIVEN TWO-HOUR TIME SLOT NO MORE THAN THREE (3) VOLUNTEERS, WITH EACH BEING ASSIGNED TO A MEMBER OF THE SHELTER STAFF, WHOM HE/SHE WILL SHADOW/ASSIST FOR THE DURATION.
- 5) VOLUNTEER TASKS INCLUDE A) SWEEPING/MOPPING FLOORS, B) CLEANING CAGES, C) SCOOPING/CHANGING CAT GRAVEL, D) SCRUBBING LITTER PANS, E) DISHING FOOD, F) CHANGING BEDDING, AND G) PREPPING (BUT NOT DOING) LAUNDRY, ALL UNDER THE DIRECTION AND SUPERVISION OF A STAFF MEMBER.
- 6) SHOULD A VOLUNTEER FIND A TASK UNMANAGEABLE, EVERY EFFORT WILL BE MADE TO FIND ANOTHER TASK MORE SUITED TO HIS/HER ABILITY; HOWEVER, SHOULD A VOLUNTEER REPEATEDLY REFUSE TO PERFORM TASKS HE/SHE MERELY DISLIKES OR CONSIDERS BENEATH HIM/HER, HE/SHE MAY NEED TO LEAVE.
- 7) AN UNCOOPERATIVE AND/OR DISRESPECTFUL ATTITUDE ON THE PART OF ANY VOLUNTEER TOWARDS EITHER A STAFF MEMBER OR A FELLOW VOLUNTEER WILL FIRST RESULT IN A WARNING; A CONSISTENT DISPLAY OF SUCH BEHAVIOR BY AN INDIVIDUAL WILL NECESSITATE THAT INDIVIDUAL BEING ASKED TO LEAVE.
- 8) ROUGH OR CARELESS HANDLING OF ANY SHELTER ANIMAL BY A VOLUNTEER SHALL BE CAUSE FOR A ONE-TIME-ONLY WARNING; ABUSIVE TREATMENT OF ANY SHELTER ANIMAL BY A VOLUNTEER SHALL RESULT IN A) THE IMMEDIATE LOSS OF VOLUNTEER STATUS, B) A BAN ON FURTHER INVOLVEMENT WITH THE HUMANE ASSOCIATION IN ANY CAPACITY, AND C) POSSIBLE PROSECUTION FOR CRUELTY.
- 9) IT IS OF THE UTMOST IMPORTANCE FOR VOLUNTEERS TO REALIZE THAT THEY ARE ON-SITE TO HELP WITH THE TASKS ESSENTIAL TO THE PROPER RUNNING OF THE SHELTER; THIS IS **NOT** VISITATION OR PLAY TIME; BY ALL MEANS, VISIT AND PLAY, ADOPT AND DONATE, JUST PLEASE NOT DURING YOUR VOLUNTEER HOURS!