

WILLIAMS COUNTY HUMANE SOCIETY VOLUNTEER APPLICATION

VOLUNTEER INFORMATION

NAME _____ HOME/CEL PHONE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL _____

DATE OF BIRTH _____

EMPLOYMENT INFORMATION

EMPLOYER _____

PHONE _____ EMAIL _____

EMERGENCY CONTACT

In case of an emergency please notify: (NAME) _____

HOME / CEL PHONE _____

PHYSICIAN _____ PHONE _____

PLEASE NAME 2 REFERENCES

NAME _____ PHONE _____

NAME _____ PHONE _____

IF YOU ARE HERE THROUGH A VOLUNTEER PROGRAM PLEASE FILL OUT THE FOLLOWING

AGENCY/SCHOOL _____

NAME OF CONTACT PERSON _____ PHONE _____

NUMBER OF HOURS YOU ARE REQUIRED TO WORK _____

QUESTIONS

Do you have any allergies or physical conditions that might affect your volunteer work? _____

If so please describe _____

Are you a member of any other animal welfare or non-profit organization? _____

If yes how do you participate? _____

Why do you want to volunteer at WCHS? _____

Have you had any formal education in pet care or animal welfare? _____

If so please describe _____

Do you have any pets of your own? _____

Are they spayed and /or altered? YES _____ NO _____

Are they up to date in their vaccinations? YES _____ NO _____

Have you ever worked or volunteered at a Veterinary Clinic?

Have you adopted a pet from WCHS or any other animal welfare organization? _____

If yes please describe _____

Have you ever surrendered an animal to the WCHS or any other animal rescue group? YES _____ NO _____

If yes please explain the circumstances _____

WCHS has a mandatory sterilization policy what are your feelings on this policy? _____

Williams County Humane Society accepts all animals that are relinquished by any owner who feels that they can no longer care for them. We do not limit the specific amount of time an animal remains at our shelter. All animals in good health with treatable illnesses and good temperament remain in our good care until they are adopted. We do however on the rare and case by case basis have to euthanize some animals.

What are your thoughts on this issue? _____

VOLUNTEER POSITIONS PLEASE CHECK THE ONES THAT YOU ARE INTERESTED IN

ANIMAL CARE SUPPORTER- Responsibilities are varied and offer a great deal of direct contact with the animals. Duties include assisting staff with the care of animals, cleaning kennels, washing food & water bowls, laundry, rotating dogs into the outside kennels. This position is critical for the health of the animals and to ensure the kennels are in a presentable condition for the public.

ANIMAL CARE GIVERS- These responsibilities include socializing, exercising, playing & bathing the animals. Shelter dogs & cats need lots of one on one attention to help them become comfortable with their environment. A person in this position greatly contributes in making the animal more adoptable.

DOG TRAINERS – Must have previous dog training experience & attend classes with the dogs. - Responsibilities for this position are to transport dogs & take basic obedience training classes at Northwest Dog Training Facility in Montpelier. The classes are normally 6 weeks long and are 1 hour on Wednesday evenings they consist of working with a dog to teach basic obedience training. This is a very rewarding position and a dog with basic obedience training has a much greater chance of going to a new home.

ADMIN/ OFFICE STAFF- Will assist the shelter/office with data entry, phone support, greeting visitors, filing and other office duties. This is an essential position in keeping the shelter running smoothly and well organized. Paperwork for intake and adoption of animals.

FUND RAISING/ SPECIAL EVENTS - Fund raising events are the life line of our shelter's existence. Volunteers are needed to assist with membership drive, plan and assist with special events, craft or bake for special events, assist with mailings etc..

ANIMAL TRANSPORTERS (Must have driver's license, insurance and be 18 years or older) We often need "taxi" drivers to help us transport our animals to local vets and back for spay or neutering to adoption events or groomers. Every one of our animals that are spayed & neutered ensures a healthier, happier pet plus controls over population.

SPECIAL SERVICES (Design, marketing, photography) In an effort to defray administrative costs WCHS is seeking out professionals to offer their services on an in-kind basis. By doing this WCHS can use more of it's funds to help the animals in return the professionals and businesses will receive recognition from WCHS. Services that are needed include: Designs for brochures, newsletters, posters, flyers etc.. Photography to be used on web sites, & promotional pieces.

WEB PAGE DESIGN & MAINTENANCE - Photograph animals and keep our Petfinders, Facebook and other social media sites & blogs updated and to expand our network of friends & supporters online.

BUILDING & GROUNDS MAINTENANCE improvements and repairs of the facility and grounds.
Keeping our facility looking great makes for a better experience for the public and increases the opportunities for adoption

GROOMERS – At times we take in severely matted and unkempt dogs that need a "professional" touch.

GRANT WRITERS - As a Non-Profit Organization we need to apply for grants that will help give us the means to continue to care for our animals. We have a list of grants that we qualify for and need the expertise to write them.

AVAILABILITY: PLEASE WRITE THE HOURS UNDER THE DAYS YOU CAN COMMIT TO WORKING

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
HOURS YOU CAN WORK							

COMMENTS: _____

SIGNATURES

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APPLICANT SIGNATURE

DATE

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*VOLUNTEERS UNDER 18 YEARS OF AGE MUST HAVE PARENTAL APPROVAL

SHELTER REVIEW

RECEIVED BY:	DATE:
REVIEWED BY:	DATE: