



VOLUNTEER APPLICATION

Please mail the completed and signed application to the following:

Hanover Humane Society,
 P. O. Box 1011, Ashland, VA 23005
 Attn: Volunteer Coordinator

Name _____

Address _____

Phone (day) _____ Phone (evening) _____

Email _____

Have you ever been convicted of any animal-related offense? Yes No

Skills and Interest

1. Education and background: _____
2. Current occupation: _____
3. Hobbies, skills, interests: _____
4. Previous volunteer experience: _____

Previous animal-related volunteer/work experience:

Have you previously volunteered or worked with an animal organization or facility? Yes No

If yes, please provide the Name of the Organization/Facility: _____

Address of Organization/Facility: _____

Time Period during which you volunteered/worked: _____ through _____

Name of the organization's Volunteer Coordinator/Supervisor: _____

Contact Number for Volunteer Coordinator/Supervisor (include area code): _____

Tasks performed with this organization/facility: _____

Community Service Information

NOTE: Community Service Hours are subject to approval by the Volunteer coordinator. Applications for CSH without a reference will be rejected. All service volunteers are responsible for tracking their service hours.

Are you fulfilling community service hours by volunteering with us? ____ Yes ____ No

If **yes**, please circle one of the following: **SCHOOL** **COURT ORDERED**

If **court ordered**, please indicate the reason (**REQUIRED**): _____

Court Contact Name (**REQUIRED**): _____

Court Contact Phone Number: (**REQUIRED**): _____

Do you have a number of hours associated with your community service obligation? ____ Yes ____ No

If **yes**, please indicate the number of hours and date by which they must be completed:

Number of hours: _____ Completion date: _____

Areas of Interest

Please indicate the types of volunteer activities that interest you. **PLEASE NOTE:** The availability of volunteer tasks will vary depending on our organization's need. For liability purposes, all requests to volunteer will be evaluated and subject to approval by both the Volunteer Coordinator and Adoptions Chairman.

Please note that **Court-ordered Community Service Hours are subject to approval by the Kennel Manager.** Academic Service Hours are subject to approval by the Volunteer coordinator.

- Fostering:** This is not a kennel situation. It is a short-term housing strategy where animals are maintained until they can be placed at our kennel (dogs) or one of our Petsmart/Petco Adoption Centers (cats). Veterinary review of each resident animal in the home will be conducted to ensure animals are sterilized, vaccinated, and on heartworm preventative (if dogs), and a home-visit will occur as part of the foster home review/approval process. At the conclusion of the veterinary review and home visit, a decision will be made regarding whether animals from Hanover Humane's adoptions programs will be placed in a foster home.
- Dog Adoption Stand Volunteer:** . At Petsmart, the volunteer must be 16 years old to attend Stand. If the individual is under 18 years of age, the volunteer must be accompanied by a parent. At Petco, the volunteer must be at least 18 years of age. Individuals must be able to handle large dogs on a leash and be willing to work with the public. **Requires completion of Hanover Humane's Dog Handling training.**
- Cat Adoption Stand Volunteer:** . . At Petsmart, the volunteer must be 16 years old; if the individual is under 18 years of age, the volunteer must be accompanied by a parent. At Petco, the volunteer must be at least 18 years of age. Individuals must be able to handle kittens/cats, follow instructions, and be willing to work with the public. Requires training.
- Adoption Center Volunteer:** Many of our adoptable cats are housed at Petsmart (Virginia Center Commons) as well as the Petco location (Ashland). Shifts are available in the morning and evening to handle the feeding and cleaning of Center residents. Due to Corporate guidelines established by Petsmart and Petco, Adoption Center volunteers **must be at least 18 years of age.** Volunteers who are 18 years of age or older may perform volunteer tasks without adult supervision. Volunteers can expect to be exposed to cat hair, cat dander, feces, etc. Individuals must meet with the Adoptions Chair for training and demonstrate a level of maturity that allows for adherence to a schedule, be able to follow instructions as given, and work independently.
- Transporters:** This may include transporting donations to our facility and will involve the use of your personal vehicle.

- Fundraising Committee:** This involves serving on the committee which organizes special events. Tasks include recruiting sponsors, handling advertising, etc. The Committee meets as needed.
- Dog walker at our facility:** This involves walking the dogs at our facility, which is a high noise area. Volunteers can expect to be exposed to cleaning chemicals, dog hair and dander, as well as feces. Volunteers must be 18 years of age and demonstrate ability to handle large dogs and follow instructions. **Requires completion of Hanover Humane’s Dog Handling training.**
- Landscapers:** Love to work in the garden? Our property has many beautiful flower beds needing your TLC! We also need help developing our walking trail, identifying the plants and trees along it, and maintaining it once it is complete.
- Administrative Tasks:** A variety of tasks are performed (preparing “thank you” letters for donors, filing documentation, etc.) which may require some training.
- Wellness Clinic:** We provide Wellness Clinics for the public on the first Wednesday of each month from 4:00 – 6:00 p.m. Areas of volunteer opportunities with the Wellness Clinic include greeting clients, providing the necessary forms to the clients, assisting the Veterinarian during exams, and entering invoice data. Resources must be 18 years of age, be able to follow directions, and work as part of a team. Training required.
- Handymen (or Women!):** Owning a facility requires lots of TLC! If you are handy and have skills in carpentry, electrical, heating / air conditioning, etc., we’d love to be able to utilize your skills!
- Public Relations:** If you have graphic design skills and can help us make posters, brochures, programs, we need your help! Many of our special events require advertising and we need creative people to help us get the word out. If you love to write, we also need assistance with writing and distributing media releases!

Availability

- A few hours a week. How many:_____ What days available:_____
- A few hours month. Hours per month:_____ What days available: _____
- Time available. Days:_____ Time of day:_____

How did you hear about our organization? _____

References:

Personal Reference 1 (OTHER THAN PARENT, GUARDIAN, OR RELATIVE):

Name (REQUIRED): _____
 Relationship to Applicant (REQUIRED): _____
 Phone Number (REQUIRED): _____

Personal Reference 2 (OTHER THAN PARENT, GUARDIAN, OR RELATIVE):

Name (REQUIRED): _____
 Relationship to Applicant (REQUIRED): _____
 Phone Number (REQUIRED): _____ +___

Hanover Humane Society Release

_____(Please initial) I confirm that I have never been convicted of animal cruelty, neglect, or abandonment.

I understand that all information presented on this Volunteer Application is subject to verification by the Hanover Humane Society. I also confirm that I am not currently charged with any criminal or traffic offenses and/or that I am not the subject of an administrative investigation related to animal or child abuse/neglect.

By signing below I acknowledge that my failure to fully complete this Volunteer Application, provide truthful responses to the questions found on it, and/or initial and sign/date the Volunteer Application may result in my Application not being approved and me not being allowed to volunteer with the Hanover Humane Society and represent said organization.

By signing below, I confirm that all information entered on Hanover Humane Society's Volunteer Application is accurate and correct. For Court-ordered Community Service, I have disclosed any and all information relating to past criminal offenses, traffic infractions, animal cruelty, and/or administrative findings of child abuse/neglect.

I, the undersigned volunteer or parent or guardian (if volunteer under 18) understands and agrees that the possibility of injury may occur while I am working with animals. I, the undersigned volunteer (or parent or guardian), desiring to donate my time and talents to the Hanover Humane Society, does hereby agree to indemnify, release and hold harmless the Hanover Humane Society from any loss or injury that may result from my volunteer activities.

In addition, I understand that any tangible property or intellectual property which may be produced by me during the course of my volunteering with the Hanover Humane Society is the sole property of the Hanover Humane Society.

Signature of Volunteer Date

Signature of Parent/Guardian (if volunteer under 18) Date