



## 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

### PLEASE PRINT

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/Current animal-related volunteer/work experience:

Have you ever volunteered or worked with an animal organization, rescue group, or facility? ☐ Yes ☐ No

If yes, please provide the Name of the Organization/Rescue Group/Facility: \_\_\_\_\_

Address of Organization/Rescue Group/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/rescue group/facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever pursued personal rescue efforts of dogs or cats and housed them at your residence? ☐ Yes ☐ No

If yes, please provide detail on the types of animals rescued (dogs, cats, etc.) \_\_\_\_\_

\_\_\_\_\_

Time period you pursued personal rescue efforts: Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

Location at your residence where personal rescue animals are/were maintained (please describe in detail): \_\_\_\_\_

\_\_\_\_\_

## 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 our Petsmart Adoption Center (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; if the individual is under 18 years of age, the volunteer must be accompanied by a parent. **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.
- ☐ **Adoption Center Volunteer:** Many of our adoptable cats are housed at Petsmart (Virginia Center Commons. Shifts are available in the morning and evening to handle the feeding and cleaning of Center residents. Due to Corporate guidelines established by Petsmart, volunteers under 18 years of age must be accompanied by a parent or guardian while volunteering. 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, ability 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.
- ☐ **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.

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Signature of Volunteer Date

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