



# VOLUNTEER APPLICATION

PERRY COUNTY HUMANE SOCIETY

8365 State Route 14

Du Quoin, IL 62832

Tel. 618-542-DOGS (3647) Email: pchsinfo@yahoo.com



DATE: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

May we contact you at work? YES NO If yes, work phone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

EMERGENCY CONTACT PHONE: \_\_\_\_\_ ALTERNATE NUMBER: \_\_\_\_\_

CURRENT OR PAST VOLUNTEER POSTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you volunteering for school credit or fulfillment of court-ordered community service? YES NO

If yes, please provide supervisor's name and contact information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have experience working with animals? YES NO

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If you have pets, are they spayed or neutered? YES NO

If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional information about you that may be useful (i.e. special skills, training, interests, hobbies): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have allergies, physical disabilities, or other limitations that may require accommodation or may restrict your volunteer activities? YES NO

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONTINUED -**

How did you hear about the volunteer opportunities at Perry County Humane Society? \_\_\_\_\_

Would you like to receive more information about becoming a Perry County Humane Society Member?  
YES NO

Do you have a valid drivers license? YES NO

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Do you want your contact information to be posted for other active volunteers? YES NO

**\*PLEASE INDICATE AVAILABILITY:**

Shift Times	SUN	MON	TUES	WED	THURS	FRI	SAT
Morning							
Mid-day							
Afternoon							

Standard volunteer shifts typically occur in the evenings and during the hours of 2-4 PM on Saturdays and Sundays. However, after three training shifts you may be given access and would be free to volunteer at any time. We can be flexible with your individual schedule! Talk to us about it, today!

I give my permission to the Perry County Humane Society to verify the above information. I understand that this application does not guarantee acceptance to the volunteer program at PCHS.

\_\_\_\_\_  
Volunteer Sign and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date (if volunteer is under 18)

**PLEASE CHECK ALL AREAS THAT INTEREST YOU -**

**GENERAL SHELTER TASKS:**

- Answer phones, greet public, direct visitors
- Office cleaning
- Laundry (done daily)
- Heavy lifting (carrying and transporting large bags of food and litter)
- Lawn mowing and picking up yard debris
- Snow plowing and shoveling
- Building maintenance
- Clean dog kennels (cleaned every morning and evening)
- Computer support (data entry, website management, responding to emails)

**WORK WITH ANIMALS:**

- Walk dogs
- Cat socializing
- Bathe / brush dogs
- Transport animals
- Animal health (give vaccinations, drawing blood for testing)

**JUNIOR VOLUNTEER OPPORTUNITIES (9-17 YRS. OLD):**

- Cat socializing
- Cleaning cat room
- Class project

**ADVANCED OPPORTUNITIES:**

- Adoption counselor (assist potential adopters with the best pet for them)
- Screening applications
- Train new volunteers
- Humane education (teach public about animal care and other related topics)

**SPECIAL PROGRAMS AND EVENTS:**

- Baking for fund raisers
- Annual silent auction dinner
- Foster care program
- Nursing home visits
- Mardi gras pet show
- Adoption events
- Trivia night
- Roadblock booth volunteer
- Other fundraisers

# **VOLUNTEER AGREEMENT**

**As a volunteer with the PERRY COUNTY HUMANE SOCIETY, I agree to:**

- Always exercise compassion and care with the animals
- Never strike, handle, or treat an animal in such a way that it would be construed as rough or abusive
- Become familiar with PCHS policies and procedures and uphold its philosophies and standards
- Attend all required training sessions and recognize that training is essential to maintain safe shelter practices
- Attend supplemental and advanced training whenever possible
- Follow the rules and procedures presented to me in training and seek assistance from staff, senior volunteers, or volunteer coordinators when necessary
- Limit my activity to my assigned work area unless otherwise directed by a staff member, senior volunteer, or volunteer coordinator
- Donate my services to PCHS as a volunteer, without compensation
- Hold confidential all information that I may obtain, directly or indirectly, concerning clients, animals, staff, and other volunteers
- Be punctual and conscientious. Conduct myself with dignity, courtesy, and consideration for others
- Adhere to sign in and scheduling procedures
- Keep safety at the forefront of my activities and promptly report any animal bites, scratches, or other injuries to shelter staff
- Communicate any job-related problems, concerns, differences of opinion, conflicts, or suggestions to a volunteer coordinator
- Notify a volunteer coordinator when I am unable to work as scheduled; to be done at least 24 hours before scheduled shift
- Notify a volunteer coordinator if I choose to discontinue my volunteer service with PCHS

**I understand that the Perry County Humane Society reserves the right to terminate my volunteer status as a result of any of the following:**

- Any abuse or mistreatment of an animal
- Failure to comply with organization policies, rules, and other regulations
- Unsatisfactory attitude, work, or appearance
- Any other circumstances which, in the judgment of the shelter manager or volunteer coordinator, would make my continued service as a volunteer contrary to the best interests of the Perry County Humane Society

**I acknowledge that I have read and fully understand the terms and conditions of the Volunteer Agreement.**

**I hereby agree to accept a position as a volunteer worker for the Perry County Humane Society (hereinafter referred to as "PCHS") and in doing so, I agree to comply with the terms of the Volunteer Agreement and with the policies, rules and regulations that may be established from time to time by PCHS. I understand that failure to do so may result in my immediate termination as a volunteer.**

**I recognize that in handling animals and performing other volunteer tasks, there exists a risk of injury, including personal physical harm caused by the animals.**

**On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless PCHS, its agents, servants and employees from any and all claims, causes of actions or demands, of any nature or cause connected with my volunteer services. This might include attorney's fees, court costs, and other costs incurred by PCHS in connection with my volunteer services based on damages and injuries that may be incurred or sustained by me in any way. Such damages and injuries might include, but are not limited to: animal bites, animal scratches, accidents, injuries, and damage to personal property. I understand that public relations are an important part of volunteering at PCHS. On behalf of myself, my heirs, personal representatives and executors, I hereby allow PCHS to use any photographs or other visual representations taken of me for use in public relations efforts. The PCHS will use reasonable efforts to notify me, but such notification is not a condition of the photograph's release for public relations purposes.**

**Signature of Volunteer**