



Dane County Humane Society

Volunteer Application

Dane County Humane Society is currently recruiting adults and children age 8 and older to participate in our volunteer program and support our mission **Helping People Help Animals.**

VOLUNTEER INFORMATION – Fill out a separate application for each family member interested in volunteering

Legal Name: _____
Last First Middle (full)

Birth Date: _____ Driver's License #: _____

The minimum age to volunteer is 8 and volunteers between the ages of 8 and 12 must be trained with and volunteer with a parent/guardian. A separate volunteer application must be filled out for the parent/guardian and each youth interested in volunteering together.

E-mail address: _____

E-mail is our preferred method of contact. Our e-mail may be blocked by your filters; please check your junk e-mail folders if you have not received an e-mail from us confirming receipt of your application within two weeks of submission.

Home (local) address: _____

City: _____ State: _____ Zip: _____

Phone (Home): _____ (Cell): _____ (Work): _____

Emergency contact: (Name, phone number & relationship) _____

Name of Parent/Guardian if a Minor: _____ Email: _____

BACKGROUND INFORMATION

Occupation and Employer: _____ Are you retired? Yes No

Education Completed: _____

Are you a student? Yes No *If yes, name of school* _____

Why would you like to volunteer at Dane County Humane Society?

Have you volunteered with a Humane Society in the past? Yes No

If yes, please identify the name of the organization, the time period volunteered and what you did:

Are there any medical conditions that may affect your ability to perform certain tasks? Yes No

If yes, please explain: _____

Have you ever been convicted of a misdemeanor or felony? Yes No *If yes, please explain*:*

**All adult applicants will have background checks prior to beginning their volunteer commitment with Dane County Humane Society.*

FOR ADMINISTRATIVE USE ONLY

FIRST CONTACT:

POSITION:

ORIENTATION DATE:

ENTERED IN VOLGISTICS

VOLUNTEER INTERESTS

Name: _____

List the types of pets you have had: _____

List any additional information or special skills that may be useful as a volunteer, and will aid us in matching you to the best volunteer position (i.e. training, interests, animal related goals, computer software experience or hobbies):

Most Dane County Humane Society volunteer positions require a minimum six (6) month commitment. Are you able to commit to six months? Yes No *If no, please explain:* _____

- *Most volunteer positions require a regularly scheduled weekly, two-hour shift. A few positions require a 3-4 hour shift.*
- *We determine your position by matching your interests, experience and availability with our specific needs when you apply. Please visit our website www.giveshelter.org for information about volunteer positions. Please remember all youths 8-12 years old must be trained with and volunteer with a parent/guardian. Youth 13-15 must be trained with a parent/guardian before volunteering alone.*

Please identify by degree of interest - three to six positions that you would be interested in volunteering your time in at the shelter, with "1" your first choice, "2" your second choice.....and "6" your last choice.

- | | | |
|---|---|---|
| <input type="checkbox"/> Admitting Asst. | <input type="checkbox"/> Building & Grounds Maintenance Asst. | <input type="checkbox"/> Pet Profile Writer (Exp. req.) |
| <input type="checkbox"/> Administrative Asst. | <input type="checkbox"/> Canine Carestaff Asst. | <input type="checkbox"/> Photography Asst. (Exp. req.) |
| <input type="checkbox"/> Adoption Center Asst - Main | <input type="checkbox"/> Carestaff Assistant | <input type="checkbox"/> Reception Asst. Lost & Found |
| <input type="checkbox"/> Adoption Center - Mounds East (Min. age 8) | <input type="checkbox"/> Classroom Animal Asst. (Min. age 8 with adult) | <input type="checkbox"/> Thrift Store Assistant (West location) |
| <input type="checkbox"/> Adoption Center - Mounds Sun Prairie | <input type="checkbox"/> Critter Cuddler (Min. age 8 with adult) | <input type="checkbox"/> Wildlife Assistant |
| <input type="checkbox"/> Animal Medical Services Asst. | <input type="checkbox"/> Customer Experience Asst. | <input type="checkbox"/> Wildlife Reception Asst. |
| <input type="checkbox"/> Barkins' Donation Asst. (Min. age 16) | <input type="checkbox"/> Equine Asst. (Exp. req.) | |
| <input type="checkbox"/> Bather & Groomer (Professional exp. req.) | <input type="checkbox"/> Feline Friend | <input type="checkbox"/> Whatever is needed the most! |
| | <input type="checkbox"/> FIT Feline Caretaker (Care for Ringworm cats) | |

Note: If a minimum age is not listed for the positions above, it is 18

Check ALL days and times you are available to volunteer below. Note: greater availability increases your opportunity to volunteer.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8-10am							
10am - noon							
noon - 2pm							
2-4pm							
3-5pm							
5-7pm							

VOLUNTEER APPLICATION AGREEMENT: I certify that the statements made in this volunteer application are true and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, including for such purposes as criminal background checks, and I release the agency from any liability whatsoever for supplying such information. I also understand that I will not be paid for my services as a volunteer. In consideration of Dane County Humane Society accepting my application, or my child's, for participation in its programs, I agree to release and hold harmless Dane County Humane Society from and against any and all loss, damage, claims, liability, costs and expenses of any nature whatsoever, including without limitation, attorney's fees and disbursements, arising from or occasioned by my participation in Dane County Humane Society programs. I understand there are certain risks inherent in handling animals and I accept these risks. I agree that Dane County Humane Society may photograph my participation in this program and I hereby release any such photographs to Dane County Humane Society for use in its programs, publications and purpose.

• I agree to pay a \$20 non-refundable fee if I choose to become a volunteer at the volunteer orientation. _____ (Initials)

Applicant Signature: _____ Date: _____

(You must be at least 18 years of age to volunteer without parent/guardian consent. If the applicant is under 18, parent/guardian must also sign in the space below)

Parent/Guardian Signature of a Minor Applicant: _____ Date: _____

Please mail application to:	Attn: Volunteer Coordinator	or scan and email signed application to:	or send by Fax: (608) 838-0368
	Dane County Humane Society 5132 Voges Road Madison, WI 53718	volunteer@giveshelter.org	Revised 10-17-18

Please answer the following questions, and submit with your application:

_____ **Name**

Do you have a court-ordered community service requirement? Yes No

Dane County Humane Society does not accept court-ordered community service. If you choose to volunteer your volunteer time will not be applied to community service hours.

Do you need to complete school or work community service? Yes No

Dane County Humane Society will provide a letter if requested, of community service *after* the minimum commitment of six months, volunteered in weekly two-hours shifts has been completed.

Are you younger than 18 years old? Yes No

The minimum age to volunteer is 8 and volunteers between the ages of 8 and 12 must be trained with and volunteer with a parent/guardian at all times. There are only a few volunteer positions available for youth under 16 years old. DCHS has limited opportunities for youths 13-17 to volunteer solo. If a minimum age is not listed on the volunteer positions on the application, it is 18 years old. A separate volunteer application must be filled out for the parent/guardian and each youth interested in volunteering.

Main Shelter Youth Volunteer Opportunities - located at 5132 Voges Road in Madison

- Barkins' Donation Assistant – minimum age 16
- Classroom Animal Assistant – minimum age 8 with adult
- Critter Cuddler – minimum age 8 with adult (Must be 13 to volunteer solo)
- Education Assistant – minimum age 16
- Event Volunteer – minimum age 8 with adult (Must be 16 to volunteer solo)
- Feline Friend – minimum age 16

Youth volunteers between the ages of 8 and 17 years old have restricted hours at the Main shelter due to our employment of Oregon Correctional non-violent work release inmates. Shift openings are variable but would occur between the hours of:

- 3:00 - 7:00pm Monday, Tuesday, Thursday, Friday
- 3:00 - 5:00pm Wednesday
- Noon - 5:00pm Saturday and Sunday (Critter Cuddler or Classroom Asst. with an adult can start as early as 8:00am)

Satellite Location Youth Volunteer Opportunities:

- **Mounds Pet Food Warehouse - East location**, 2110 South Stoughton Road
 - Critter Cuddler – minimum age 8 with adult (Must be 18 to volunteer solo)

Are you involved with a vocational rehabilitation organization? Yes No

Name of Organization: _____ Lead Contact: _____

Lead Contact Email: _____ Lead Contact Phone: _____

Will you have a job coach? Yes No, What is job coach's name? _____

Are you a job coach? Yes No, What is client's name? _____

If you are involved with a vocational rehabilitation organization that provides job coaches to assist people with physical or learning disabilities you must contact Dane County Humane Society prior to filling out a volunteer application. Job coaches must be trained with and volunteer with their client at all times. Job coaches are responsible for maintaining a 6 month once per week two hour commitment as they will be the one's doing all of the animal handling. Volunteer opportunities will be based on client abilities.

Do you have transportation? Yes No

The main location of Dane County Humane Society, at 5132 Voges Rd in Madison is not easily accessible by public transportation. If you rely on public transportation, select the West Side location or a Mounds Adoption Center that is on the bus line for your volunteer position. You will need to attend a Volunteer Orientation, and in some cases position assignment training at the Main shelter.

Please mail application to: Attn: Volunteer Coordinator
Dane County Humane Society
5132 Voges Road
Madison, WI 53718

or scan and email signed
application to:
volunteer@giveshelter.org

or send by Fax: (608) 838-0368

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