

HSMC Volunteer Application & Agreement

HSMC P.O. Box 168, Belfair, WA 98524

(360)275-9310

Thank you for your interest in The Humane Society of Mason County (HSMC). HSMC is 501 c non-profit corporation that operates as an animal welfare organization. We need volunteers with a variety of skills.

Volunteer paperwork consists of three components: 1) *Volunteer Application* 2) *Volunteer Agreement* and 3) *Volunteer Handbook*. Please complete and sign the Application and Agreement, and return to the address above. After reviewing your information, our volunteer coordinator will contact you regarding your availability to volunteer, and the activities in which you have expressed interest.

Your Information:

Name: _____ Today's Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (H): _____ (W) _____ (C) _____

Email Address: _____ Are you over 18? Yes _____ NO _____

Emergency Contact: Name: _____ Phone: _____

Address: _____ Relationship: _____

List three references:

Name: _____ Phone: _____ Relationship: _____

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Name: _____ Phone: _____ Relationship: _____

Do you currently own pets? _____ If so what Kinds? _____

Volunteer Information: List your volunteer experience (past and present).

Do you have experience or training in any of the following specialized pet related areas? (Please circle)

Training
Animal Behavior

Grooming
Animal Rescue

Vet Assistant
Other- List here:

Pet Store Sales

Please give details about your experience: _____

What types of volunteer activities would you like to be involved in? (Please circle)

Volunteer Coordinator
Adoptions Days / Events
Foster Care
Animal Transporter
Fundraising / Events

Newsletter / Publications
Website Update
Bookkeeping
Board Member / Director
Administrative Assisting

Program Development
Supplies/Donations Pickups
Arts/Crafts/Sewing
Photography
Building Projects

Dog Training
Grooming

Can you transport animals for medical care, to adoption days and/or to foster homes? _____

How many hours are you willing to spend volunteering with HSMC? (Please circle)

Weekly: : 2 hours 4 hours 6 hours 8 hours More

Monthly: : 2 hours 4 hours 6 hours 8 hours More

Would you like to work on an activity: once a month quarterly Yearly

Which hours and days of the week are you available to volunteer?

In consideration of this opportunity to volunteer, I agree to the following terms and conditions, intending to be legally bound by them:

HSMC mission, rules, regulations, and policies, and agree to abide by them while I am a volunteer.

I understand and agree that HSMC may refuse any volunteer application for any reason. It shall be the policy of The Humane Society of Mason County (HSMC) to provide equal membership/employment/service opportunities to all eligible persons without regard to race, religion, color, national origin, citizenship, age, sex, marital status, parental status, handicap, membership in any labor organization, political affiliation, and for employment only, height, weight, and record of arrest without conviction.

By checking here, I certify that the above information is true. I give The Humane Society of Mason County representative permission to contact my above references.



Companion Animal Services Volunteer Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteer program, and the commitment you are making in agreeing to volunteer at the HSMC Companion Animal Volunteer Department.

A. Volunteer

I, _____, am aware that the commitment required to volunteer at the HSMC Companion Animal Volunteer Department is an important one, and I willingly take on this responsibility by committing to the following:

____ I commit to working my scheduled shift as pre-determined for a minimum of three (3) full months, and am aware that I may continue my volunteer work indefinitely after that if I wish.

____ I am responsible for the shift I have chosen, and I commit to finding a replacement to work my shift if I am unable to do so.

____ If a last-minute emergency prevents me from working my shift and I am unable to find a replacement, I will call and talk with or leave a message for the volunteer program manager as early as possible.

____ I understand that, according to HSMC Companion Animal Volunteer Department attendance policy, more than three (3) "call-ins" (un-replaced absences with prior notification to the supervisor) in a 3-month period, or one (1) "no-show" (un-replaced absence with no prior notification to the volunteer program manager) will result in termination of my volunteer position at the HSMC Companion Animal Volunteer Services Department.

____ If the shift I am scheduled for becomes un-workable; I will contact the volunteer manager, prior to any un-replaced absences, in an attempt to transfer to another shift.

____ If, at any point, I decide not to continue volunteering at the HSMC Companion Animal Volunteer Department, I commit to giving a one (1) month notice to the volunteer manager. Additionally, if I need to switch to another shift, I will also give one (1) month's notice.

____ I commit to reading all manuals and written instruction provided to me, and to follow all instructions given to me.

____ I commit to communicate with the volunteer manager about any concerns that I have about my volunteer work.

____ I commit to conducting myself in a responsible and professional manner, and to fully represent HSMC policies when interacting with the public, and deferring to a staff member if I ever encounter questions I cannot answer.

____ I acknowledge that I am aware there are certain risks involved with working with animals, including but not limited to bites, scratches, zoonotic diseases and allergic reactions. I am also aware that there may be risks involved with using certain cleaning products while performing my duties at HSMC.

____ I certify that I choose to become a HSMC volunteer of my own free will and take any risks involved knowingly and by choice, and will report any injury or unsafe condition I may observe or experience while volunteering.

____ I acknowledge that I am aware that my picture may be taken during the course of my volunteer work, and I give permission to HSMC to utilize any pictures or video taken of me for use in HSMC advertising or promotion to the public.

____ I certify that I will keep confidential any personal information about the public, adopters, staff or volunteers I may come to learn in the course of my duties as a volunteer.

____ I certify that I will abide by HSMC policies and procedures as explained to me by a staff member including but not limited to the volunteer adoption policy and HSMC safety procedures, and that failure to follow these policies can result in the termination of my service as a HSMC volunteer.

____ I certify that I will follow all safety procedures outlined in the manual and presented to me during training. This includes, but is not limited to, practicing safe animal handling and reporting any animal-related injury to a staff person immediately. I also understand that it is my responsibility to share any concerns about the safety and/or adoptability of a particular animal with a shelter staff person or shelter manager immediately.

B. Organization

The HSMC Companion Animal Volunteer Department staff agrees to accept the services of this volunteer, and in our commitment to the volunteer, we agree to do the following:

- To provide adequate information and training for the volunteer to be able to meet the responsibilities of his/her position. We will do this by providing initial basic training, volunteer education classes, workshops, and on-the-job training as needed and as time allows. We will also provide written manuals and instructions on procedures.
- To provide the support necessary to assist the volunteer with adjusting to this sometimes intense and emotional work, and to include the volunteer as a highly valued member of our team. We will do this by providing, in the orientation, an opportunity to share our philosophies and the purpose of our mission, and to acquaint the volunteer with the core issues of this profession. We will try our best to provide support to the volunteer in our routine interactions on the job.
- To respect the skills and individual needs of the volunteer and to do our best to adjust to these individual requirements.
- To provide feedback on performance and to provide the opportunity for the volunteer to give us feedback so that we might mutually better accomplish our respective tasks.
- To be available to the volunteer and willing to discuss issues of concern to the volunteer, either in an impromptu discussion or by arranging a specific meeting time.
- To treat the volunteer as a team member of the HSMC Companion Animal Volunteer Department staff, jointly responsible for the fulfillment and success of our mission.

C. *This contract is agreed upon by both parties on _____.*
Date

Volunteer

Volunteer Program Manager