

FOR OFFICE USE

Application Received: _____

Training Started: _____



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Volunteer Application

Westerly Animal Shelter, 33 Larry Hirsch Lane, Westerly, RI 02891
401-584-7941

PLEASE PRINT

Today's Date: _____

Name: _____

DoB: _____

Address: _____

City: _____

State: _____ Zip: _____

Home phone: _____ Cell phone: _____

Email address: _____

Emergency contact information:

Name: _____

Relationship: _____

Phone: _____

UNDER 16 YEARS OLD: Your age today: ____ Your parent or guardian's signature: _____

GENERAL INFORMATION

Why are you interested in becoming a Westerly Animal Shelter Volunteer?

Describe briefly your history of pet ownership and/or any previous experience you've had working with animals:

Do you have any skills, training, or interests that might be helpful to the Shelter (e.g., grooming, behavioral/socialization experience, photography, etc.)?

SOME THINGS TO KNOW ABOUT VOLUNTEERING:

We are always glad to accept completed applications, and all applications are kept on file for six months.

Our volunteer needs are often subject to change (depending on such things as how many animals are housed in the Shelter at any given time, the number of active volunteers already working in the Shelter, the time of year, etc.), so there may be a substantial wait between the time you drop off an application and the time when we call to ask you to come in for training.

Once you've accepted our offer, there is a three-week probationary period, during which you are encouraged to ask questions to better familiarize yourself as you receive training in Shelter protocols. Thereafter, volunteer work is reviewed every six months.

A completed application does not guarantee acceptance into the volunteer program.

Failure to abide by Shelter policy will result in immediate dismissal.

We do extend an open invitation to people of all ages who would like to come in to sit with, and perhaps read to, the cats in our Cat Sanctuary. Most of our cats enjoy these social times, as do the people who stop in to visit! No application required!

SHELTER NEEDS/VOLUNTEER INTERESTS: Please check all areas of interest that apply to you:

_____ **Greeter (usual need = approx 9 AM until approx 2 PM):** Greets the public, escorts visitors to adoption areas, monitors cat rooms, helps with small chores, etc. Dress should be casual but appropriate.

_____ **Kitchen/Laundry room/Shelter maintenance (usual need = approx 9 AM until approx 12 Noon):** Shelter cleanliness is a top priority, and we always welcome help with dishes, laundry, floors, windows, restocking, gardening, yard work, and any number of other tasks that go into keeping the Shelter at its best. **REQUIRED:** You must be able to follow instructions exactly and be detailed oriented. Clothing should be casual but appropriate, and something you won't mind possibly getting dirty.

NOTE: Kitchen/Laundry room/Shelter maintenance is the only work available for anyone wishing to volunteer at the Shelter:

... who is under 16 years of age **OR**

... who wishes to serve only a limited number of hours in order to complete Church or School Community Service requirements.

_____ **Animal Care (usual hours = 8 AM until approx 10 AM):** This work involves feeding the animals, thorough cleaning of kennels and/or cages, and helping to manage the dirty laundry and dishes that result. **REQUIRED:** You must be able to follow instructions exactly and be detailed oriented. Clothing should be casual but appropriate, and something you won't mind possibly getting dirty. Sturdy shoes are essential; no flip flops, open-toes, etc. Minimal jewelry; nothing that could get caught on cages or be pulled.

Animal socialization of all kinds, including dog walking, must be pre-approved by management, requires training with experienced animal handlers, and is available only after a volunteer has successfully completed a minimum of 2 - 3 months of actively volunteering in the Shelter.

Your work preference(s): _____ Dogs _____ Cats _____ Other animals

You must be at least 18 years old to work with dogs. You must be at least 16 years old to work with cats and other animals.

Please check days and times you would be available for volunteering: weekdays, weekends, and specific time blocks. We ask that you commit to a minimum of at least one 2-hour, regularly-scheduled shift per week.

Shift time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8AM-10AM	Animal care Kitchen/laundry Greeter	Animal care Kitchen/laundry Greeter	Animal care Kitchen/laundry Greeter	Animal care Kitchen/laundry Greeter	Animal care Kitchen/laundry Greeter	Animal care Kitchen/laundry Greeter	Animal care Kitchen/laundry Greeter
10AM-12PM	Kitchen/laundry Greeter	Kitchen/laundry Greeter	Kitchen/laundry Greeter	Kitchen/laundry Greeter	Kitchen/laundry Greeter	Kitchen/laundry Greeter	Kitchen/laundry Greeter
12PM-2PM	OPEN	OPEN	OPEN	OPEN	OPEN	Kitchen/laundry Greeter Misc	OPEN
2PM-4PM	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN

We occasionally experience an unexpected need for help (e.g., a weather emergency or a regularly scheduled volunteer's unplanned absence). Would you be willing to be placed on our emergency phone contact list to perhaps fill such a need? Yes _____ No _____

Are you available to work on a holiday if necessary and with sufficient notice? Yes _____ No _____

Do you agree to a local criminal background check (done by the Westerly Police Department at no cost to you)? Yes _____ No _____

I, the undersigned, agree to hold the Town of Westerly harmless and to release the Town of Westerly from any liability related to my volunteering at the Westerly Animal Shelter. I acknowledge that my services are provided strictly on a volunteer basis, without any pay or compensation of any kind. I agree to comply with all policies, rules and regulations which may be established by the Westerly Animal Shelter and understand that failure to comply may result in my immediate termination as a volunteer.

Signature: _____ Date: _____

Please check here if you are volunteering as part of a School or Church Community Service program _____

Thank you very much for your interest in the Westerly Animal Shelter!