

Green County Humane Society  
1500 6th Ave.  
P.O. Box 54  
Monroe, WI 53566



Phone: (608) 325-9600  
Fax: (608) 325-9608  
shelter@greencountyhumane.org  
www.greencountyhumane.org

Date Received \_\_\_\_\_  
Staff Initials \_\_\_\_\_

## Volunteer Application

- Individual Application
  - Family Application *(please list all persons-first & last names)*
- Are you affiliated with any of the following organizations?**
- MARS Soccer *(list parent & child participating)*
  - Monroe Theatre Guild
  - Project World *(list parent & child participating)*
  - Community Service Volunteer *(completing a court ordered or extended community service requirement)*
  - Other Organization *(please list)* \_\_\_\_\_

*Thank you for considering sharing your time and talents to help our shelter animals. Volunteers provide care and compassion in so many ways. We look forward to working with you and helping you to have a satisfying and rewarding experience. All potential volunteers must complete an application, review the volunteer handbook and sign required forms/releases. Volunteers under age 14 must have a parent/adult present to supervise. Volunteers are required to participate in a position specific training by working with a staff member when beginning their volunteer experience.*

### PLEASE PRINT CLEARLY

#### Volunteer Information:

Name(s) of Adult Volunteer (over age 18): \_\_\_\_\_

Name & birth date of any volunteer under the age of 18:

1. First: _____	Last: _____	Birth date _____
2. First: _____	Last: _____	Birth date _____
3. First: _____	Last: _____	Birth date _____
4. First: _____	Last: _____	Birth date _____

E-mail Address: \_\_\_\_\_

*\*E-mail is our preferred method of contact for updates, newsletters, and communication. Please check your junk mail if you have not received an email from us confirming receipt of your application.*

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home/cell): \_\_\_\_\_ Work: \_\_\_\_\_

Are you currently a member of GCHS? \_\_\_ Yes \_\_\_ No

If you are not a member, would you like to become a member? \_\_\_ Yes \_\_\_ No

Name of Emergency Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**BACKGROUND INFORMATION:**

1. List any additional information or special skills that may be useful: \_\_\_\_\_  
 \_\_\_\_\_
2. Have you volunteered for Green County Humane Society in the past? \_\_\_Yes \_\_\_No
3. Are there any medical conditions that could affect your ability to perform certain tasks?  
 \_\_\_Yes \_\_\_No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_
4. Why would you like to volunteer? \_\_\_\_\_  
 \_\_\_\_\_
5. Please describe your pet or animal experiences: \_\_\_\_\_  
 \_\_\_\_\_

**AVAILABILITY:** (mark an "x" in all available time slots. You need not be available for the entire time slot)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am-12							
12-2pm							
3-5pm							
5-7pm							

**Frequency:** \_\_\_Once a Week \_\_\_Twice a Week \_\_\_Once a Month Other \_\_\_\_\_  
**Are you able to volunteer on a regular basis (the same time each week)?** \_\_\_Yes \_\_\_No  
**How many hours a week can you commit to volunteering at GCHS?** \_\_\_\_\_

**VOLUNTEER POSITIONS:** (please check those positions you would be interested in)

- |   |  |
|---|--|
| ___ Event Volunteer (min. age 18)<br>___ Canine Companion (min age 13)<br>___ Cat Cuddlers (min age 12)<br>___ Animal Groomer<br>___ Laundry Helper<br>___ SNAP Day Assistant (min age 18)<br>___ Reception Assistant | ___ Cleaning-Kennels & Cat Cages<br>___ Animal Photographer<br>___ Animal Transport (min age 21)<br>___ General Building Cleaning<br>___ Grounds Caretaker<br>___ Animal Care (min age 18)<br>___ Van Detailing (min age 18) |
|---|--|

Please see volunteer handbook for complete description of volunteer positions.

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## **VOLUNTEER APPLICATION AGREEMENT / RELEASE OF CLAIMS:**

- I certify that the statements made in this volunteer application are true and have been given voluntarily.
- I understand that I will not be paid for services as a volunteer.
- In consideration of GCHS accepting my application, or my child's, for participation, I agree to release and hold harmless GCHS, its agents and employees from all actions, causes of action, damages, claims or demands, liability, costs and expenses of any nature whatsoever, including without limitation, attorney's fees and disbursements, arising from or occasioned by my participation in GCHS program which I, my child, our heirs, executors, administrators, or assigns may have against the GCHS, and other above-described parties, for all personal injuries known or unknown which I or my child, have or may incur by participating in the above-described activities.
- I understand there are certain risks/dangers inherent in handling animals and I accept these risks.
- I understand that I am responsible for my minor children (under the age of 18).
- I agree that GCHS may photograph my participation in this program and I hereby release any such photographs to GCHS for use in its programs, publications, public relations, and purpose.
- I understand that it is a violation of privacy and breach of confidentiality to publicly discuss or disclose any information I may learn about any animals, previous owners, or situations.
- I will treat all animals, people, and property while at GCHS with respect and courtesy.
- I will conduct myself with courtesy and respect toward the public, other volunteers and staff at all times.
- The Green County Humane Society has made no representations or promises, in order to sign this release.
- I voluntarily agree to the above mentioned statements. I/we have read this release and understand all its terms. I/we execute it voluntarily and with full knowledge of its significance.

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**Your Signature**

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**Date**

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

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**Parent/Guardian Signature**

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**Date**

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## DOG WALKING POLICY

(This policy is to be used in conjunction with the Volunteer Policy of the GCHS)

**\*All volunteers under 18 years of age must have parent's signature on all volunteer and release forms.**

**The following colors will be posted on each cage. Staff will get the dog appropriate for your age:**

**Black Collar** - You **must** be 13 years old or older to walk this dog.

**Blue Collar** - You **must** be 16 years old or older to walk this dog.

**Brown Collar** - You must be 18 years or older to walk this dog.

**Red Collar** - **STAFF ONLY** - This dog **MAY NOT** be walked by **any** volunteer.

\*Staff makes all decisions as to which dogs can/ cannot be walked by the volunteers.

\***DO NOT** walk any dog that is greater than ½ of your weight without staff approval.

\***DO NOT** walk any dog out that you are not totally comfortable with.

### **ALL WALKERS REMEMBER:**

- Volunteers may schedule to walk dogs anytime starting after 1:00 pm.
- Volunteers must check in at the reception desk upon arrival; receptionist will notify animal care staff that you are here to walk dogs. Staff will match you with the most appropriate dog and instruct you on any information about the dog. Staff members will take dogs from their kennels and bring to the volunteer; **VOLUNTEERS DO NOT GO INTO THE DOG KENNEL AREAS TO GET DOGS.**
- Only one dog per person is to be walked at a time (with the exception of Team Dog Walkers).
- Only one dog should be exiting/entering kennels at any time. Wait until the aisle and doorways are all clear before exiting/entering the kennels with your dog. The dog beginning its walk has the right of way.
- **KEEP ALL DOGS SEPARATED AND WELL AWAY FROM EACH OTHER WHEN WALKING.** Some of the dogs can be unpredictable or aggressive, especially towards some other dogs.
- Dogs need some time to walk slowly in grassy areas to give them a chance to eliminate. **(DO NOT WALK DOGS ON GRASSY AREA NEAR WATER PLANT.)**
- **ALL WASTE MUST BE PICKED UP WITH PLASTIC BAGS AND DISPOSED OF IN GARBAGE CANS!!!**
- **Allow at least 15 minutes for a walk; longer walks are preferred time permitting. Please** take time to give them some TLC!!! The more human contact they have, the more adoptable they will become.
- If you notice any health concerns or injuries, please be sure to tell the staff member on duty when returning from your walk.

Please feel free to ask for any information or help that you may need. We greatly appreciate your volunteering to help with the animals at the shelter and we want your time here to be a positive experience. Walking time is the highlight of the dogs' day and we also want it to be the highlight of your day. As we get new dogs arriving, some may have problems with fearfulness, unpredictability, anxiety due to their new environment or other problems that are initially unknown. In order to ensure your safety, it is mandatory that you know and follow the dog walking rules, and follow all directives of the GCHS.

**I have read, understand and agree to follow all of the above rules.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (if volunteer under 18 years of age)

\_\_\_\_\_  
Date

Revised 4/10

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**"A Place Where Pets Pick Their People"**