



**HUMANE SOCIETY
OF CHARLES COUNTY**

Adult Volunteer Enrollment Form

*Must be over 18. If under 18 please request a Junior Volunteer Packet

<i>Contact Information</i>	
Name	
Street Address	
City, State, Zip Code	
Primary Phone	
Secondary Phone	
Email Address	

<i>Availability</i> (Please write the times that you are available)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Can you make a commitment to a certain number of hours per month/week?
Numbers of hours available:
Can you commit to a regular schedule?
When are you available to start?

<i>Agreement and Signature :</i>	
By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application my result in my immediate dismissal.	
Name:	
Signature:	
Date:	

<i>Our Policy</i>
It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in volunteering with us. We will be in touch as soon as possible to schedule an orientation.

<i>Please Select all that apply</i>		
The following survey is simply to give us an idea of what skills you possess, as well as particular activities that interest you.		
<input type="checkbox"/> Cats (all) <input type="checkbox"/> Socialization (petting, playing and other handling) <input type="checkbox"/> Grooming <input type="checkbox"/> Cleaning Cages (8am-11am) <input type="checkbox"/> Feeding (2:30pm – 4pm)	<input type="checkbox"/> Dogs (all) <input type="checkbox"/> Walking <input type="checkbox"/> Grooming <input type="checkbox"/> Training <input type="checkbox"/> Cleaning Cages (8am – 11am) <input type="checkbox"/> Feeding (2:30pm – 4pm)	<input type="checkbox"/> Small Animals (all) <input type="checkbox"/> Socialization <input type="checkbox"/> Grooming
<input type="checkbox"/> Foster Care (all) <input type="checkbox"/> Young Kittens <input type="checkbox"/> Young Puppies <input type="checkbox"/> Injured/Sick Cats <input type="checkbox"/> Injured/Sick Dogs <input type="checkbox"/> Small Animals *A foster care application will need to be completed for all persons interested in fostering for our organization.	<input type="checkbox"/> Pet Therapy (visiting nursing homes with your pet)	<input type="checkbox"/> Fundraising (all) <input type="checkbox"/> Special Events <input type="checkbox"/> Candy Bar Sales <input type="checkbox"/> Supply Drives
<input type="checkbox"/> Maintenance (all) <input type="checkbox"/> Carpentry <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Painting <input type="checkbox"/> Other		

<i>Special Skills or Qualifications</i>
Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports (i.e. graphic design, photography, animal behavior training, ect.). <hr/> <hr/> <hr/> <hr/>

<i>Staff use only</i>		
Employee Initials:	Call Date: Initials:	Start Date:
Comments:		

The Humane Society of Charles County
VOLUNTEER POLICIES AND PROCEDURES

**ACCIDENT
PREVENTION**

To avoid injuries, please follow all written and staff instructions concerning the handling of animals, chemicals, and equipment. For your safety, please do not handle animals or enter cages without express permission from the staff.

ADOPTIONS

Volunteers may adopt animals by following the same procedures in place for the general public.

ATTIRE

Please dress appropriately for the weather – some of your duties may involve outside work. For your safety and comfort, please wear long pants and closed toe, rubber-soled shoes when working at HSCC. Exceptions may be made for workers who have no animal handling, cleaning, or maintenance duties. Do not wear clothing with offensive slogans or images. You will be working with or near animals, bleach, and other cleaning chemicals, so be aware that your clothing may be soiled during the course of your work.

CONDUCT

The Humane Society is here to serve both animals and people. Please treat all people you interact with during the course of your volunteer work, including staff and fellow volunteers, in a courteous and respectful manner. If you are unsure of how to resolve conflicts between yourself and other volunteers, staff members, or the general public, please contact the Volunteer Coordinator or the Manager on duty.

**DISEASE
PREVENTION**

Disease in a shelter environment costs time, money, and lives. It is imperative that you follow all disease prevention procedures while volunteering at the Humane Society. Frequent, thorough hand washing is the single most important means of disease prevention for you and for the animals.

**DRUG-FREE
WORKPLACE**

Under no circumstances should you volunteer at the Humane Society while under the influence of alcohol or drugs.

MEDIA

Please direct all media inquiries to the Shelter Manager unless you have received permission to speak on behalf of the Humane Society.

**PERSONAL
PROPERTY**

Space is limited, so please leave non-essential personal property in your vehicle. HSCC is not responsible for lost or stolen property.

GUESTS

Please do not bring guests or children to your volunteer shifts without prior permission from shelter management. If your family or friends are

interested in volunteering at the Humane Society, please direct their inquiries to the Volunteer Coordinator.

PARKING When the Humane Society is open, please park in the upper lot. If the upper lot is full, please park on the street. If the Humane Society is closed, you may park in any available parking space.

PRIVACY During the course of your volunteer work, you may be expected to handle files or other information concerning individuals surrendering or adopting animals, animal control investigations, and Humane Society staff and volunteers. Under no circumstances should you divulge this information to others or use it for any purposes outside the scope of your volunteer duties

SMOKING Smoking is not allowed inside Humane Society buildings or vehicles. If you must smoke, please smoke outside and make use of appropriate waste containers.

TELEPHONE CALLS Please do not make non-emergency personal calls from Humane Society telephones. Please inform your family and friends that you will not be available for non-emergency calls while volunteering. Mobile phones should be turned off or placed on a silent ring mode.

TIME AND ATTENDANCE When you agree to work a particular shift, it is important that you arrive on time. Please notify staff of any schedule changes as soon as possible by calling 301-645-8181.

UNAUTHORIZED AREAS Do not enter the quarantine area, surgery area, or the overnight drop-off cages without express permission of staff. You will have access to other areas of the shelter that are not normally open to the public. Please do not take other members of the public to these areas without express permission from the staff.

PUBLIC INTERACTION Please refer questions regarding adoptions and other Humane Society policies to a staff member.

VIOLENCE in the WORKPLACE Violence directed toward any human or animal is expressly prohibited and grounds for immediate dismissal.

DISMISSAL Dismissal from the volunteer program may come as a result of violation of these policies and procedures.



**HUMANE SOCIETY
OF CHARLES COUNTY**

VOLUNTEER AGREEMENT

In consideration of this opportunity to volunteer with the Humane Society of Charles County (HSCC), I agree to the following terms and conditions, intending to be legally bound by them.

- 1. I will abide by the mission, rules, regulations, policies and programs of the HSCC while I am a volunteer, as well as all local, state and Federal laws and regulations.

Initial

- 2. If I stop being a volunteer for the HSCC for any reason, or upon the HSCC request at any time, I will promptly return all of the HSCC supplies, equipment, records, monies, and other items in their original condition, allowing for normal wear.

Initial

- 3. I understand that I am working with, socializing, and/or transporting animals owned and maintained by the HSCC at my own risk, and while every foreseeable precaution has been taken to insure my safety, I will not hold the agents, employees, successors, assigns or representatives of the HSCC responsible or liable for accident, injury, property damage or loss which might occur.

Initial

- 4. I assume the risks of being bitten, scratched, injured, or frightened by cats, kittens, dogs, puppies and all other animals in connection with my volunteer work for the HSCC. HSCC is not liable to me for any injuries, damages, liabilities, losses, judgments, costs or expenses whatsoever, which I might suffer or sustain in connection with the performance of my volunteer activities for the HSCC, unless they are the result of the HSCC gross negligence or intentional misconduct. I will indemnify, defend and hold the HSCC harmless from and against any claims, lawsuits, injuries, damages, losses, costs or expenses whatsoever, sustained by any companion animal or any person or property in connection with my intentional misconduct or grossly negligent performance of volunteer activities for the HSCC, or my breach of HSCC rules, regulations, policies and programs.

Initial

- 5. I understand that animals can be unpredictable in their behavior, as well as carry unknown diseases, which may or may not be communicable to humans. I understand and agree to work with or around these animals and will not hold HSCC responsible for any illness or contaminant if contracted.

Initial

- 6. I understand and agree that the HSCC may refuse volunteer applications for any reason.

Initial

*** I have read (or had read to me) this Volunteer Application, and have accurately and truthfully completed it, and agree to be bound by its terms.**

Signature

Date





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7. If I will be sheltering or providing foster care or boarding any of HSCC animals in my home or business, I consent to the HSCC visiting my home or business from time to time to observe the animals and their living quarters, with or without prior notice.

Initial

8. I also grant to the HSCC, its representatives and employees the right to take photographs of me. I authorize the HSCC, its assigns and transferees to copyright use and publish the same in print and/or electronically for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content.

9. I am over the age of 18 and, if I am not, my parent/legal guardian has agreed to my volunteer service and has signed below indicating such agreement. In the case of a minor, parent or guardian agrees this agreement is binding.

10. I certify that I have never been convicted of any crime nor committed an act involving animal cruelty, neglect or abandonment.

11. Any modification to this Agreement must be in writing signed by both parties. This agreement is binding upon the HSCC, me, and our respective heirs, successors, assigns, executors, and personal representatives.

I have read (or had read to me) this Volunteer Application, and have accurately and truthfully completed it, and agree to be bound by its terms.

Date: _____

APPLICANT

HSCC REPRESENTATIVE

Signature

Signature

Print Name

Print Name

Signature of parent or guardian
(If under age 18)

Title