



Volunteer Application

262 County Farm Road

Dover, NH 03820

Phone: 603-749-5322 ext 111

Email: volunteerc@cvhsonline.org

Please read carefully, sign everything, and print clearly!

Your application will be returned if it is not filled out completely!

YOU MUST BE AT LEAST 14 TO VOLUNTEER AND 16 TO VOLUNTEER WITHOUT A GUARDIAN

_____/_____/_____
Name D.O.B Today's Date

Street Address City State Zip

Home Phone Cell Phone Email Address

Emergency Contact:

Name Relationship

Home Phone Cell Phone Work Phone

Interests:

Check all that apply

- Animal Care
- RAP (Refugee Adoption Program) Transport
- Foster Care
- Humane Education
- Office Work
- BINGO
- Local Animal Transport
- Special Events

Availability:

Volunteer shifts are available during the following hours each week:

- Sun- Wed
8:30am- 4pm
- Thurs
8:30am-7pm
- Fri-Sat
8:30am- 5pm

Please indicate the times you will be available to volunteer:

Monday_____ Tuesday_____ Wednesday_____
Thursday_____ Friday_____ Saturday_____ Sunday_____

Questions:

1. Do you have any allergies or limitations we should be aware of?

2. Are you covered by your own health insurance? If so, who is your provider?

3. Do you have any pets? What kind? Are they spayed or neutered?

4. Aside from an interest in animals, why do you want to join the CVHS volunteer program?

5. How did you hear about the CVHS volunteer program?

6. Do you have any special skills or certifications that you think could be helpful to the shelter?

7. Have you ever been convicted of a crime that involved substance abuse, theft, animal cruelty or violence? Please explain and provide dates.

8. We ask that all volunteers helping in the shelter commit to a minimum of 1 hour per week. Would you be able to make this commitment? Yes_____ No_____

9. Have you ever been a volunteer at CVHS? If yes, when did you volunteer and what was your reason for leaving?

10. Do you have any specific questions or concerns that you would like to discuss?

Are you applying to fulfill community service hours for school, a class, work, etc.?
Yes ___ No ___

If yes, please provide the following information:

School Name: _____

Grade: _____

Contact Person: _____

Contact Person's Phone Number: _____

Number of hours required: _____

Deadline for hours to be completed: _____

CVHS does not participate in court order community service.

Policies

CVHS cares for abandoned, abused, neglected and stray animals. We make every effort to place animals in caring homes. **There are no time or space limits at CVHS** - all animals appropriate for adoption stay at the shelter until we find them a home. However, animals that are too seriously ill, injured, or aggressive to be adopted may have to be humanely euthanized. As a volunteer, you will never be involved in this process. Do you have any questions or concerns about the Euthanasia Policy?

I understand the CVHS Euthanasia Policy _____
Signature Date

Much of the information regarding the animals at CVHS is highly sensitive. It is important that customers and members of the public feel secure giving us such sensitive information. As a volunteer, you may become privy to this type of information. **It is absolutely forbidden to discuss information regarding people or animals not yet available for adoption without outside parties.** Breaking the Confidentiality Policy will result in volunteer termination.

I understand and agree to adhere to CVHS' Confidentiality Policy _____
Initial Date

Video and photo release

As a volunteer at Cocheco Valley Humane Society, you may find yourself the subject of photographs or video footage- especially at special events. We would like to be able to use those images for fundraising, newsletters, and publicity purposes. We will never take your photo or likeness if you ask to be excluded from photo taking.

I, _____, release all of my rights to any and all photo and media references while serving as a volunteer at Cocheco Valley Humane Society.

Signature Date



Volunteer Release Form

I, the undersigned, release, waive, and forever hold harmless Cochecho Valley Humane Society, hereinafter referred to as CVHS, from any and all claims, injuries or harm suffered at any time hereinafter while a volunteer with CVHS. This release shall be binding on the undersigned, his/her assigns, executors, administrators, conservators, or guardians.

I further acknowledge that as a volunteer no compensation shall be received for any services provided.

CVHS does not assume nor accept responsibility or liability for claims, injuries, or harm for a suffered by the undersigned for volunteer services preformed.

The undersigned is hereby aware and acknowledges that the care of animals at CVHS involves risk of possible injury or harm to the undersigned from contact with the animals themselves, from performing other volunteer services at the facility, and from entering or leaving the facility.

Signature _____ Date

If the applicant listed above is under 16 years of age the signature of a parent or guardian is required in addition to the applicant's signature.

1. I agree to the conditions stated above
2. I understand that I must provide direct supervision at all times while the applicant is volunteering
3. I understand, that in my absence, the applicant must be supervised by another guardian who is at least 18 years of age and has completed the application and training process

Printed name _____
Parent/legal guardian

Signature _____

Date _____

<u>Office Use:</u>			
Application Received	Orientation	Training	Database Entry



Volunteer Agreement

As an open-admission animal shelter, we rely on volunteer help to run our organization and care for the animals in our custody. Volunteers make a substantial contribution to CVHS, and we appreciate everything you do to improve the lives of the animals in our care. Volunteers have a major influence in the lives of CVHS animals, so it is important that we take seriously our commitment to our volunteers, and your commitment to the CVHS Volunteer Program.

- I. CVHS' commitment to volunteers
 - 1. To provide you with proper training and knowledge to perform your volunteer duties
 - 2. To be available to you for questions, concerns, or feedback
 - 3. To communicate openly with you regarding any changes in policy and/or procedure
 - 4. To listen to any suggestions you may have regarding the operation of our organization
 - 5. To treat all volunteers with respect, appreciation, and friendliness

- II. Volunteers' commitment to CVHS
 - 1. If volunteering in the shelter, to fulfill my commitment of 1 hour per week of service to CVHS
 - 2. To be punctual in attendance for my scheduled shift, or to call the Volunteer Coordinator if I cannot make it
 - 3. To adhere to all CVHS policies set forth in the Volunteer Handbook (to be received at orientation) with the understanding that I will be notified if policies change
 - 4. To perform volunteer duties safely and to the best of my ability, and to ask for help when I am not confident performing a task
 - 5. To notify the Volunteer Coordinator if I intend to discontinue my volunteer work
 - 6. To treat CVHS staff members with respect, appreciation, and friendliness, and to work under their supervision
 - 7. To treat all animals, other volunteers, and the public with dignity and respect
 - 8. To respect the CVHS Confidentiality Policy

I have read and understand the above terms and conditions of the volunteer agreement and agree to comply with them.

Signature of volunteer: _____ Date: _____

Signature of Volunteer Coordinator: _____ Date: _____

Certification

I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that falsifying or omitting information may be cause for rejection of my application or termination of my volunteer service.

Signature

Date