

Dear Applicant,

Thank you for offering your time to help the Northeast Animal Shelter!

Please review the following Q & A for answers to some commonly asked questions about our Volunteer Program. Then fill out the application – be sure to answer all of the questions. **Please note that the release form must be completely filled out and signed in order for us to proceed with the processing of your application and interview.

We sincerely appreciate your willingness to help and will make every effort to be in touch with you shortly after receiving your application. If our volunteer schedule and needs do not blend with your available time and areas of interest at this moment, we will hold your application until an appropriate opening becomes available.

You may give the completed application to a staff member at the Shelter or mail it directly to:
Northeast Animal Shelter
Volunteer Coordinator
204 Highland Avenue
Salem, MA 01970
978-745-9888

Again, thank you very much for offering to give your time to help our animal friends!

Q: How much of a commitment will I be required to make?

A: The level of volunteer participation at NEAS can range from the occasional special event to once a week or more. A volunteer can choose either to develop a regular, ongoing schedule or to lend support in one or more one-time events. All options are valuable to us, and we can work with you according to our needs at the time. Our goal, however, is to encourage ongoing, responsible participation.

Q: What types of responsibilities will I have?

A: There are several areas where your support will benefit the overall operation of the shelter. Some examples include: walking dogs/socializing cats, assisting the kennel staff with cleaning cages/handling/grooming etc., overall support with laundry/cleaning, occasional special events, off site pet visits, foster care for special needs animals, office work, phone work, animal transportation. All categories of opportunity are subject to availability, approval and training.

Q: How does the volunteer process work?

A: All interested individuals complete a volunteer application and will receive a phone call or email from the Volunteer Coordinator to discuss preferences, requirements, needs, commitment level, background and availability. An in person interview will follow. Upon approval and agreement, the volunteer and Volunteer Coordinator will meet for an orientation and training session and the volunteer will be scheduled for on-going (if applicable) times.

Q: My schedule is fairly unpredictable and I can't guarantee that I can be somewhere every week. Can I still help out?

A: Yes. We will do our best to provide flexibility to meet your schedule and our needs and to ensure a worthwhile experience. As mentioned above, you may participate in a variety of volunteer activities. We do ask that, once you make a commitment to any activity, you do your best to follow through or notify us right away if your needs change.

VOLUNTEER APPLICATION AND RELEASE FORM
(Please print out and fill in this form and mail it to the address above.)

Name: _____ Telephone: H _____ C _____
Address: _____ City: _____
Email Address _____ Zip Code: _____

Age, if under 18 _____ Date of application: _____

Pet owning history: what kind of pets have you owned, and for how long?

Have you ever worked with animals (other than your own)? Yes ___ No ___
If yes, in what capacity? _____

How often would you like to volunteer?
Once/week _____ Special events, as needed _____
Twice/week _____ Other (please explain) _____
Every other week _____ Would you be interested in helping with foster care? _____

For how long a period are you hoping to volunteer? _____ On an ongoing basis _____
Temporary (for example, summer only) _____ Please explain _____

Please circle all approximate shifts in the following schedule that you are available to volunteer. Place a #1 and #2 in your first and second choices, respectively. Would you like to be placed on our "on-call" list? _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
8a-12p							
12p-4p							
4p-8p	XXX						XXX

As a volunteer at the shelter, some of the following tasks might be a part of your regular routine:

- | | | | | |
|--------------------------|------------------------------|----------|---------------------|-------------|
| Cleaning dog & cat cages | Sweeping & mopping floors | Laundry | Off site pet visits | Foster care |
| Handling cats & dogs | Disinfecting dog play area | Feeding | Animal transport | Office work |
| Some dog walking | Cleaning dishes & litterpans | Grooming | Special events | Phone work |

Are there any tasks listed that you would not be able or would prefer not to perform? Yes ___ No ___
If yes, please explain: _____

Are you allergic to dogs, cats or products such as flea products, bleach, etc? Yes ___ No ___

Reference: Please give us the name and phone number of someone (unrelated) who know you well that we may contact.

Name: _____ Telephone #s: _____

CONSENT AND GENERAL RELEASE FORM

Know all men and women by these presents, that (if over 18 years) I, _____, consent to the activities, or, if under 18 years, we consent to the activities of our child, _____, under the direction of the agents and employees of Northeast Animal Shelter of Salem, Massachusetts, and furthermore, in consideration of their undertaking of supervision of the aforesaid activities and for other good and valuable consideration, receipt whereof is hereby acknowledged, I/we hereby release and agree to hold harmless and indemnify the said Northeast Animal Shelter of Salem, MA, from any and all actions, claims, or causes of action arising out of or in connection with, any manner whatsoever, for personal injuries or property damage which may be suffered by the aforementioned person whether or not arising out of any negligence or breach of duty by or flowing from Northeast Animal Shelter of Salem, Massachusetts, or its agents or its employees.

It is further agreed that there are no collateral or outside agreements of any kind between the parties hereto.

Signed: _____ Witnessed: _____
(if under 18, form must be signed by parent or legal guardian)

Date: _____

I give my permission for the staff of Northeast Animal Shelter of Salem, Massachusetts to seek emergency treatment for me, _____ or, if under 18 years of age, my child _____ in case of accident or injury.

Signed _____ Date: _____

Office use only:

Date rec'd _____ ty sent _____ NA NG G/E K

Signed r.f. _____ SW/LM _____

