

# HHS VOLUNTEER APPLICATION

**MISSION STATEMENT:** The Heritage Humane Society serves as the compassionate steward of companion animals that are in transition from stray/surrender to forever homes. Heritage Humane Society will also educate the public about humane animal care and treatment, advocate animal welfare, and provide affordable adoption and spay/neuter services to measurably reduce overpopulation of unwanted companion animals.

The Heritage Humane Society (HHS) encourages the participation of individuals who wish to support our mission statement and core values. Orientation is required for participation in our Volunteer Program and will be provided by HHS throughout the year. We kindly ask you to commit to a minimum of 6 hours per month for a 6 month period of time. Additional training may required for some volunteer positions.

**Participants must be at least 16 years old to volunteer alone. Ages 12-15 must be accompanied by a parent(s)/legal guardian(s) & may not walk dogs. Volunteers under 18 must have a parent(s)/legal guardian(s) sign our Liability Waiver on their behalf, as it is a legally binding document.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Work & Phone: \_\_\_\_\_

Emergency Contact & Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

School Attending: \_\_\_\_\_ Year: \_\_\_\_\_

Why are you interested in becoming a volunteer with HHS? \_\_\_\_\_

\_\_\_\_\_

Are you willing to spend part of your shift cleaning? \_\_\_\_\_

Are you completing these hours for any of the following:

National Honors Society: Yes or No

Military Schooling: Yes or No

School award or College applications: Yes or No

Infraction or Housing authority: Yes or No

Scout troop: Yes or No

Other: \_\_\_\_\_

Describe any previous experience working with animals: \_\_\_\_\_

\_\_\_\_\_

List present and previous volunteer jobs: \_\_\_\_\_

\_\_\_\_\_

List additional information that may be useful (hobbies, interests, special skills, training, etc.):

\_\_\_\_\_

**Time Availability:**

Hours of Operation –

- Surrenders – 8am-11am
- Adoptions and Viewings – M,W,T,F 12-4:30 pm
- Saturday 12-4:30 pm
- Sunday 12-4:30
- Tuesday: **CLOSED to the public but volunteers are always needed on this day.**

I would like to volunteer on average \_\_\_\_\_ hours per month.

Are you willing to come in at least 1 time a month to volunteer? Yes or No

Are you willing to sign up for scheduled shifts? Yes or No

Please indicate which days/times you would most prefer to volunteer (you may also be on a flexible schedule):

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Have you ever been convicted of (Indicate Yes or No beside each):

Cruelty to Animals \_\_\_\_\_ Drug/Alcohol Offense \_\_\_\_\_

Sexual Offense \_\_\_\_\_ Theft \_\_\_\_\_

Please explain in detail if answered yes to any of the above:

\_\_\_\_\_

\_\_\_\_\_

**Areas of Volunteer Interest:** *Please check all areas in which you would like to participate.*

**Foster Care (This is a critical area of need - - you will be saving lives!)**

Provide a temporary home for adult dogs/puppies, cats/kittens and cats/dogs with special needs (sick, learn to socialize with humans and/or animals) until they are ready to be adopted (**Additional application, screening and training required.**).

**PetSmart**

We house cats at the location at Newtown and we always would love to have a volunteer to help clean the cages in the morning and evening and also spend some extra socialization time with the cats.

**Transporter**

Transport animals either to our facility from other rescues or from our facility to another rescue or their forever home. This involves picking animals up and driving them up to 3 hours.

**HHS Shelter Assistant** (mostly on Saturdays and Sundays)

Greet and assist guests of the shelter, provide shelter tours and answer guest questions, assist in showing animals to potential adopters.

**Mobile Adoption Outreach Program** (mostly weekends)

Assist in the adoption of animals at PetSmart and additional offsite locations.

**Special Events** (Mostly evenings & weekends)

Help with various special events as the need arises (Please check HHS website and our volunteer board for information.).

**Volunteer Coordinator Assistant** (Daily excluding Sundays and Mondays)

Assists Volunteer Coordinator with planning special events, data entry, communicating with volunteers, making name badges

**Cat Socialization** (Daily 11-3:30)

Petting, brushing cuddling and playing with our cats/kittens to improve their temperament and quality of life while in the shelter. If you would like to help with cleaning please come anytime between 8:00-11:00am.

**Dog Socialization/Dog Walking** (Weekday: 8-3:30, Saturday: 8-5, Sunday 8-4:30)

Walking petting, brushing and playing with our dogs/puppies to improve their temperament and quality of life while in the shelter.

**Humane Education**

Teach students from Pre-K through high school care, respect, and compassion and for all living creatures and safety around animals.

**Animal Camp Counselor** (summer)

Supervise and teach children during animal camps.

**Super Duper Clean up Crew** (7:30am-11:00am each day.)

Help clean kennels, cat cages, bowls, laundry, mopping, sweeping, etc.

**Shelter Maintenance/Landscaping**

Mow lawn, weed garden, assist with general maintenance and repair.

**VOLUNTEER CONTRACT:**

I, \_\_\_\_\_ have read and understand the volunteer rules and guidelines. I understand that if I do not abide by all of these rules, my service as a volunteer can be terminated or suspended. I also understand that these rules and guidelines are set forth to protect the animals, the staff and myself. I agree to conduct myself in a courteous and professional manner as a volunteer and as a representative of the Heritage Humane Society.

I agree to abide by all Heritage Humane Society's policies and procedures.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please bring this document to our Volunteer and Community Engagement Supervisor when you attend orientation.*

Volunteer and Community Engagement Supervisor: (volunteer@heritagehumanesociety.org)

Orientation date attended \_\_\_\_\_

# Heritage Humane Society Volunteer's Release Form Liability Form

In consideration of the opportunity to participate in the operation of the Heritage Humane Society (HHS), and in further consideration of the permission to enter for that purpose upon the premises of the Heritage Humane Society located at 430 Waller Mill Road, Williamsburg, VA 23185, the receipt of such opportunity being hereby acknowledged, the undersigned hereby releases HHS and its agents, officers, servants and employees, the city of Williamsburg and the county of York of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury to the person, or any property of the undersigned, while in, on, or upon the premises, or any premises leased to, owned by, sanctioned by, or while under the control of supervision of HHS, or while in route to or from the premises or any other premises leased to or under the control of supervision of HHS.

The undersigned being duly aware of the risks and hazards inherent upon entering upon said premises and/or in participating in any and all aspects of the operations of the HHS at said premises, knowing the current conditions, operations and risks and knowing that these conditions, operations and risks may become more hazardous and dangerous during the time that the undersigned is upon the said premises, the undersigned hereby voluntarily assumes all risks of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon said premises.

The undersigned further releases the HHS from any liability arising from any acts or omissions of its agents, officers, servants, employees and authorized volunteers, wherever such acts or omissions occur.

The release shall be binding upon the distributees, heirs, next of kin, executors, administrators and personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents

- (a) that she or he has read the release, understands it, and signs it voluntarily;
- (b) that she or he is over 18 years of age and of sound mind;
- (c) that she or he is the legal parent or guardian of the following children who are between the age(s) of 10 and 17 and are covered by all provisions of this release (no one under 16 may walk a dog);

Enter name and date of birth of each child:

---

---

---

- (d) that she or he is not an agent, servant, or employee of the Heritage Humane Society

In witness whereof, the undersigned has here unto set her or his hand and certifies that she or he has not been convicted of animal cruelty or neglect.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**HHS Representative:** \_\_\_\_\_