

**** Volunteer Application ****

Name: _____
Address: _____
Street / Apartment City / State / Zip Code _____
Phone: _____
Home Work Cell Phone _____
E-Mail: _____ Age: _____
Do you have previous experience working with animals? If yes, explain. _____

When are you available to volunteer? (Circle all that apply)

Sunday AM PM Thursday AM PM
Monday AM PM Friday AM PM
Tuesday AM PM Saturday AM PM
Wednesday AM PM

NOTE: Applicants must be at least **21 years of age to volunteer** for the shelter. We cannot accept volunteers who wish to perform court ordered community service hours for any offense involving drugs, theft or sexual or domestic assault/battery.

Liability Agreement

I, _____, do hereby volunteer to assist at the Safe Animal Shelter for an unspecified length of time, depending on my own inclination or until the shelter deems that it no longer needs my services. I assume the risk of any and all injury or illness that I might sustain while working as a volunteer at the shelter, or en route to and from the shelter, as well as the cost of medical treatment that might be necessary resulting from such volunteer work.

Signed this ____ day of _____, Year: _____.

BY: _____ WITNESS: _____

VOLUNTEER SIGNATURE

SHELTER REPRESENTATIVE

STAFF USE ONLY:

Date of Orientation: _____ Comments: _____

Areas of Interest: _____

5/06-JH

Mail to: Safe Animal Shelter - 2913 County Rd. 220 - Middleburg, FL 32068 -

VOLUNTEER PLEDGE FORM

NAME: _____

DATE: _____

PHONE: _____

E-MAIL: _____

AGE: _____ Must be at least 21 to volunteer.

• Cleaning Assistant:

Clean animal areas - scrub, mop wipe, and be able to lift up to 40 lbs. - involves direct contact with dogs and/or cats (additional training required). AM ___ PM ___
Cattery ___ Kennels ___ Sun Mon Tues Wed ___ Thurs ___ Fri ___ Sat

• Laundry Assistant:

Wash, dry, fold laundry; wash litter boxes & food bowls AM ___ PM ___
Sun (8-12) ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___

• **Animal Transporter: Hours vary**

Transport animals to vet appointments, groomers or mobile adoption sites. Cats travel in carriers and most dogs, when crates are available. Vehicles must be air-conditioned and all animals must ride "inside" the vehicle.

What type of vehicle will you use? _____

AM (8:00-9:00) Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___

PM (4:00-5:00) Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___

• **Office Assistant: 11:00 am to 5:00 pm during regular office hours**

Duties include receptionist work, telephones, record keeping, accepting applications, etc. Customer service experience very helpful as you will be dealing with the public (additional training required) AM ___ PM ___ Mon Tues ___ Wed Fri Sat

• **Mobile Adoption Assistant (weekends)-As Scheduled**

8:00 - 12:30 and/or 12:30 - 5:00

Assist in transporting animals and dealing with the public at mobile adoptions sites (usually on Saturdays). Volunteers dealing with the public must have general knowledge of adoption procedures; (additional training required)

Hours Available: AM SHIFT ___ PM SHIFT ___ ALL DAY ___

Are you available to transport animals? If so, are there any restrictions?

• **Handyman: As Needed** _____

Assist with general repairs and maintenance. Must have own tools.

• **Grounds Assistant: 8:00 - 12:00 and/or 12:00 - 5:00**

Help keep the grounds free of litter; weed the Garden of Memories.

Lawn maintenance includes cutting grass and other related duties

Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___

• **Dog Bather: as needed (call beforehand to see if you are needed)**

Includes bathing, brushing, cleaning ears, etc for shelter dogs

Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ No Sundays

• **Foster Care:**

Provide a temporary home for young, senior or convalescent animals until they are ready for the shelter environment. Applicants who have pets must make sure they are up-to-date on vaccinations and sign a Foster Care Agreement before participating

• **Auction Volunteer: April through October**

Clerical assistance with the Annual Auction held in October: Includes typing, phone calls; ad sales, ticket sales, solicitation of auction items; pick up donated merchandise. Set-up the day of the event

Phone Calls ___ Errands ___ Typing/Clerical ___ Sales ___ Solicitation ___ Set-Up) ___

• **Home Office Assistant: As Needed** _____

General clerical assistance with special mailings and data input, projects that may require typing or sorting. Computer experience in Microsoft Word or Excel helpful.

.Special Events

Do you have any physical or mental handicap that may affect the work in which you have volunteered to participate? If yes, please explain.

Quick Reference for Volunteers

Sign-In: All volunteers are required to sign-in at the volunteer station in the manager's office before beginning your work to include the date, your name, area of work and time in/time out. Please wear your volunteer badge and/or shelter shirt with logo at all times at the shelter and at volunteer activities offsite. Appropriate dress does not include flip-flops (for safety reasons), or clothing that exposes the navel or other body parts unnecessarily.

Friends & Relatives: We encourage participation of friends and/or relatives. However, the Volunteer Coordinator and/or Shelter Manager must be informed beforehand and the friend or relative must first sign a release form before working in the shelter. If a person plans to visit the shelter to work on a regular basis, then he/she must also attend orientation.

We encourage all volunteers to be members; of Safe Animal Shelter. Your support is appreciated. Membership is \$25 annually per person and it allows you to vote on important issues regarding the shelter.

Contacts: The following list includes the names of employees/board members for Safe Animal Shelter, also known as "SAS."

Shelter Manager: Lara Hudson
Kennels Manager: Dagmar Lake
Cattery Manager: Karen Drago
Volunteer Coordinator – Patti O'Brien
Cattery/kennels Gwen Osborne

Board Members:
Dee Talty, President
Marty Cheek, Vice President
Anita Dolpp, Treasurer
Shirley Learn, Secretary
Jerry Bell
Gary Dyne
Lorna Gross
Ed Guerra
Don Wright

Business Hours:
Mon-Wed and Fri-Sat 11:00 am - 5:00 pm
Sunday & Thursday Closed to the Public

Phone Numbers:
Office: (904)276-7233
Fax: (904) 276-7333

Website:
www.safeanimalshelter.com
2913 County Road 220
Middleburg, Fl. 32068

THANK YOU for your interest in volunteering for Safe Animal Shelter. The animals and the employees will appreciate the time and loving energy you devote to the shelter. The shelter could not operate successfully without our dedicated caring volunteer staff. We look forward to having you work with us!