



VOLUNTEER PLEDGE FORM

NAME: _____

DATE: _____

PHONE: _____

E-MAIL: _____

AGE: _____ Must be at least 21 to volunteer.

- **Cleaning Assistant: ALL DAY EVERY DAY!**
Cleaning animal areas - scrubbing, mopping, wiping, and lifting of 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: ALL DAY EVERY DAY!**
Washing, drying folding laundry; washing litter boxes & food bowls AM ___ PM ___
Sun (8-12) ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___
- **Animal Transporter:**
Provide transportation for animals to vet appointments, groomers or mobile adoption sites. Cats will travel in carriers and most dogs when large 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 for special events and mobile adoptions (usually on Saturdays). Participants dealing with the public must have general knowledge of basic 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** _____
Assisting with general repairs and maintenance. Have own tools.

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

General assistance with keeping the grounds free of litter and debris; weeding the Garden of Memories; lawn maintenance to include 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 their pets are up-to-date on vaccinations and sign a Foster Care Agreement before participating

- **Auction Volunteer: Ongoing**

General clerical assistance with the Annual Auction held in the fall to include areas such as typing, phone calls, and errands to pick up donated merchandise. Also, major help needed the date of the event for set-up and event management.

Auction is scheduled for 10/15/05 at Eagle Harbor Swim Club.

Phone Calls __ Errands __ Typing/Clerical __

Set-Up (Saturday am before event) __

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

General clerical assistance with quarterly newsletter and other special mailings and projects that may require typing or sorting or computer experience in Microsoft Word or Excel.

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 and during any volunteer activity off-site. 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 all participation of friends and/or relatives. However, the Volunteer Coordinator and/or Shelter Manager must be informed of this fact 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.

General Meetings: Regular general business meetings for shelter members are held quarterly on the 2nd Wednesday of January, April, July and October. The meetings are held at 7:00 pm in the Orange Park Women's Club facility on Kingsley Avenue behind Dunkin Donuts. If you are a member, and we encourage all volunteers to be members, your participation is encouraged and appreciated. Membership is \$25 annually per person and it allows you to vote on important issues regarding the shelter. You will also receive the quarterly newsletter at your home.

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

Shelter Manager: Lara Hudson
Kennels: Dagmar Lake, Melissa Roark
Cattery: Karen
Board Members:
Don Wright, President
Stacey Schomburger, Vice President
Becky Cummins, Treasurer
Lorna Gross, Secretary
Patti O'Brien, Volunteer Coordinator
Marty Cheek, Board Member

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!

THANK YOU for your interest in volunteering at 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!