

Date _____

Office _____
Cat Care _____
Dog Walking _____

Volunteer Application



Winona Area Humane Society
Box 23 • 1112 East Broadway, Winona, MN 55987
www.winonahumanesociety.org

We appreciate your interest in the Winona Area Humane Society. All of the activities and services of the organization are made possible through the efforts of volunteers. With your help, we can continue to assist the animals of our community. That being said, our volunteers need to be reliable and dedicated in the same way one would be with a job.

To become a volunteer: Complete this application and turn it in with a copy of your driver’s license. Attend the training session for the area in which you want to volunteer.

Note: If your volunteer time is school related, you must tell us in order to receive credit. If your volunteer time is court ordered, we do not accept court ordered community service volunteers.

Volunteer Information:

Name: _____ *A copy of your driver’s license is needed to verify age.
Phone: _____ **Current Address:** _____
City: _____ **State:** _____ **Zip:** _____
E-mail address: _____

By signing you agree to let the Winona Area Humane Society run a back ground check

Signature _____

Do you have allergies or other conditions that could affect your ability to work in certain areas? _____

If so, please describe: _____

Reference (no family members)

Name: _____ **Relationship:** _____
Phone: _____ **Address:** _____
City: _____ **State:** _____ **Zip:** _____

Volunteer Areas

Although there are three areas of volunteering, we almost always need help with Cat Care and usually with Office. If you do not care where you start, please consider one of those two areas first.

Office	Cat Care	Dog Walking
Requirements: Must be at least 18 Come in for a training shift	Requirements: Must be at least 18 Volunteering at least twice a month Come in for orientation & 3 training shifts w/ another volunteer	Requirements: Must be at least 19 Volunteer at least twice a month Complete walking orientation and 3 training shifts w/ another volunteer
Office duties include: Answering visitor questions Showing animals to potential adopters Explaining requirements for adoption Describing the adoptions process Making reference calls Answering phones – relaying messages Processing adoption paperwork Laundry Filing papers	Cat Care work involves: Sanitizing cages with bleach Clean litter boxes Feed and water cats Take out trash Filling litter and food bins Straightening cat care area Socializing cats Wash dishes	Dog Walking duties include: Walking dogs and cleaning up after them When needed: Washing food/water bowls Changing bedding Taking out trash Cleaning kennels
Office Hours Only during open hours Each day is split into two shifts Tues through Thurs: 2-7 Shifts are 2-5 and 5-7 Friday: 12-5 Shifts are 12-3 and 3-5 Saturday: 10-3 Shifts are 10-12 and 12-3	Cat Care Hours Morning: start between 6 and 9:00 am Suggested start time is 8:00 am Evening: start between 3:30 and 6:00 pm Suggested start time is 4:00 pm	Dog Walking Hours Completely flexible Five shifts per day and each needs at least one walker Shifts: 7-9 am 10-12 pm 12-3 pm 3-6 pm 7-9 pm

Availability: Fill this in **ONLY** if you are doing **Cat Care** or **Office Volunteering**. Fill in ALL times you are available. We use the info to set up training and to see if you are available when we need help. You will **NOT** be expected to volunteer every time you are available.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon/ Evening							

Which area would you like to **start** in? Cat Care _____ Office _____ Dog Walking _____



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The Winona Area Humane Society Volunteer Code of Ethics

As a volunteer representing the Winona Area Humane Society, your conduct and interaction with staff, other volunteers and the public is expected to always be professional and courteous. By volunteering, you are making a commitment to staff and animals to carry out, to the best of your abilities, the tasks you have pledged to perform.

The Volunteer Code of Ethics clarifies the expectations and principals for volunteers. Should a volunteer display unprofessional, dishonest or disrespectful behavior or exhibit a lack of self discipline, the volunteer will be asked to leave the premises. Such behavior could be grounds for termination of volunteer status.

As a Winona Area Humane Society volunteer, I pledge to:

Respect

- Respect others even though I may not agree with them
- Display courtesy, sensitivity, consideration and compassion for people and animals
- Use good judgment in recognizing the scope of authority of staff members

Safety

- Keep safety at the forefront of all volunteer activities
- Follow the rules presented to me in training
- Respect and use equipment and supplies as they are intended
- Report all injuries immediately to a staff person

Quality

- Perform all tasks to the best of my ability
- Ask for help when needed
- Recognize training is essential to maintain safe shelter practices

Self Discipline

- Recognize my limitations and those of others
- Set boundaries for myself – know my limits with the animals and other activities
- Hold myself accountable for the commitments I undertake

Communication

- Recognize I communicate both verbally and non-verbally
- Listen to the needs of others
- Advise shelter personnel of relevant information regarding the animals and my involvement at the shelter

Commitment

- Recognize that commitment comes from within
- Respect that people and animals count on me to honor my commitments as scheduled
- Work together with staff and other volunteers to meet WAHS goals

Welfare

- Value my role in the maintenance and growth of the organization
- Strive to promote a positive environment
- Respect and support all people and animals

***** Please sign in agreement on the next page *****



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Responsibility Disclaimer/Key Card Agreement

I acknowledge that the Winona Area Humane Society is not responsible for any injuries (temporary, long term or permanent) caused by any animal in possession of the Winona Area Humane Society or any injuries that may occur while I am volunteering. I understand that walking, handling, feeding or any care of the Winona Area Humane Society's animals is at my own risk.

I understand that my entry card is for my use only, and I'm not to bring friends or family into the facility outside of open office hours without prior approval. Any injuries (temporary, long term or permanent) caused by any animal in possession of the Winona Area Humane Society during an unauthorized visit are not the fault of the Winona Area Humane Society. I also acknowledge that damaging, losing, or not returning my card will result in my deposit being taken to replace the card.

By signing here, I am agreeing to both the **Winona Area Humane Society Code of Ethics** and the **Responsibility Disclaimer/Key Card Agreement**.

Print Name _____

Sign Name _____

Date _____