

## VOLUNTEER APPLICATION

### VOLUNTEER INFORMATION

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Physical address: \_\_\_\_\_

### VOLUNTEER POLICIES

1. **You must be at least 15-years-old** to volunteer at the Pat Wise Animal Shelter.
2. Volunteers under 18-years-old or supervised individuals with special needs must also have a legal guardian read and sign the volunteer application and the liability waiver form.
3. All volunteers must complete both the volunteer application and the liability waiver form and return them to the animal shelter prior to application approval.
4. All volunteers must attend a mandatory training session upon application approval.
5. Volunteers will not be allowed to bring friends, relatives, or personal pets with them to the shelter at any time during the designated volunteer hours (\*except for special needs individuals).
6. Volunteers must be respectful of shelter policies and rules regarding the handling of animals during and after designated volunteer hours, keeping in mind that when volunteer hours end, they are not to touch or handle any animal without the permission and supervision of shelter staff.
7. Volunteers need to be aware that shelter staff are open to suggestions, but that volunteers will in no way have the authority to change shelter policies or procedures unless approved by the Director/Supervisor of Animal Protection. Policy and/or procedure suggestions shall be submitted in writing to the Director/Supervisor of Animal Protection. Suggestions must be signed and dated by the person submitting the suggestion.
8. Volunteers must follow the direction and guidance of shelter staff at all times. In the event that a volunteer disagrees with instructions given by shelter staff, the volunteer will follow shelter staff instructions at the time, but may follow up with the Director/Supervisor of Animal Protection.
9. A volunteer may be dismissed at any time at the discretion of the Director/Supervisor of Animal Protection.

I have read and fully understand all of the above policies.

I have read and do not understand part or all of the above policies.

Have you had previous experience with animals, please explain yes or no.

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## VOLUNTEER EXPERIENCE

1. Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_
2. Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_
3. Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

## ANIMAL SHELTER OPERATIONS

Volunteers need to be aware of certain shelter operations and procedures that they will be exposed to while volunteering. Set procedures and policies are necessary for the Pat Wise Animal Shelter to properly function, enabling shelter staff to help control animal disease, animal overflow, and ensure the safety, health, and livelihood of borough residents and animals.

1. The Pat Wise Animal Shelter **is not** a “No Kill Shelter”. We do have to euthanize animals. Many animals that are euthanized have medical issues or are aggressive/feral (wild). Some animals that are up for adoption may have to be euthanized due to kennel stress. Kennel stress affects each animal on an individual basis. You will not be present at any time for any part of an animal euthanasia, nor will you make medical or behavioral decisions regarding animals.
2. A constant and changing flow of animals come through the animal shelter on a daily basis. Animals are placed into categories defining their reason for being housed at the shelter. The following categories are the more common types you should be familiar with while volunteering at the shelter:
  - a. **Impound** – any animal at large, found, or caught in a cat/dog live trap that an individual or shelter staff member brings into the shelter. Animals under this category are held for at least 72 hours for the owner to claim. If the animal remains unclaimed after 72 hours, the animal becomes the property of the Ketchikan Gateway Borough.
  - b. **Surrender** – any animal signed over to the animal shelter by the owner. This animal becomes the property of the Ketchikan Gateway Borough.
  - c. **Quarantine** – any animal that has bitten a human, in which saliva may come into contact with the person’s bloodstream, must be quarantined for 10 days to observe for rabies virus. You will not under any circumstances touch, handle, or come into contact with an animal under this category. Shelter staff will care for these animals.
  - d. **Private Board** – any animal an owner pays to have housed at the shelter for an agreed upon duration of time.
3. While volunteering at the animal shelter, you will handle animals appropriately and only when directed to. You will not handle animals or enter kennels in which animals occupy without consent from shelter staff.
4. Volunteering consists mainly of helping shelter staff clean and disinfect animal housing areas. You will be working with industrial strength chemicals that may aggravate bronchial medical conditions or asthma. You may also come into contact with animals that have or harbor contagious diseases. Many animals that are housed at the animal shelter have some

form of worms and/or fleas. Please take precaution and dress appropriately. If you have pets at home, you may want to bring a change of clothes with you.

- I have read and fully understand the all of the above listed shelter operations.
- I have read and do not understand part or all of the above listed shelter operations.

I understand that respect, maturity, and professionalism are expected from me while I am a volunteer at the Pat Wise Animal Shelter. I also understand that I may overhear or be privy to conversations concerning animals, their owners, or complainants and that I will respect their privacy and not discuss these conversations with others.

### **VOLUNTEER GUIDELINES**

1. Volunteer hours are conducted at the Pat Wise Animal Shelter and begin at 8:00 am and end at 10:00 am.
2. Volunteers are responsible for arranging their own transportation to and from the animal shelter.
3. Once an application has been approved, volunteers will need to sign-up for and commit to days they expect to volunteer on. A volunteer needs to inform shelter staff if volunteer days change, if they become ill and cannot come in, or if they are running late. Messages may be left on the shelter answering machine prior to the volunteer day.

I have completed this application to the best of my ability and all information is true to the best of my knowledge.

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

**\* If a volunteer is under 18-years-old or is a supervised individual with special needs, a guardian must also read and sign this application.**

I have read and fully understand the contents of the volunteer application and understand what is expected of my child while they are volunteering at the Pat Wise Animal Shelter.

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