

Yolo County Sheriff's Department Animal Services Section *Volunteer Application*

Application

Personal Information

Last Name _____ First Name _____ Date of Birth _____

Address _____ City _____ Zip _____

Phone 1 _____ Phone 2 _____

Email _____

Driver's License Number _____ State _____

Health Insurance Provider _____

Emergency Contact Information

Name _____ Phone1 _____ Phone2 _____

Address _____ City _____ Zip _____

Relationship to Volunteer _____

Availability

Volunteers are a valued investment. It is necessary to inform all applicants that if you are considering volunteering for Animal Services, we ask you make the minimum commitment of 2 hours per week for a period of not less than six (6) months. Please list the times that you are available:

Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____

Comments about your schedule: _____

How many hours would you like to volunteer per month? _____

Are there any medical, physical or other limitations on the type of volunteer work you can perform? If so, please explain.

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Questionnaire

Please complete this questionnaire to assist us in utilizing your skills effectively while ensuring you will enjoy your activities as you donate your time for Animal Services.

Please check any areas in which you have experienced or a special interest:

- | | | | |
|---|---|--|---|
| Cats | Dogs | Rabbits | Fostering |
| <input type="checkbox"/> Socializing | <input type="checkbox"/> Socializing | <input type="checkbox"/> Socializing | <input type="checkbox"/> Underage Kittens |
| <input type="checkbox"/> Grooming | <input type="checkbox"/> Grooming | <input type="checkbox"/> Grooming | <input type="checkbox"/> Underage Puppies |
| | <input type="checkbox"/> Training | | |
| Kennel Duties | Public Relations | Education | Other |
| <input type="checkbox"/> Cleaning Kennels | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Classroom Instruction | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Animal Restraint | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Preparing Lessons Plans | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Administer Med | <input type="checkbox"/> Photography | <input type="checkbox"/> Following Lessons Plans | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Transporting Animals | <input type="checkbox"/> Writing | <input type="checkbox"/> Instructing Children | |

Please list any experience and/or special skills you would bring to the Animal Shelter:

Have you had any previous volunteer experience working with animals? If yes, please explain: _____

Why do you want to become a volunteer for Yolo County Animal Services (besides your love of animals)?

How did you hear about our volunteer program?

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Guidelines and Agreements

Please read the following information carefully and return the signed sheet to the Volunteer Coordinator.

In becoming a volunteer for Yolo County Animal Services, I understand and agree to the following:

- I am 18 years of age or older (or 16 years of age if accompanied by an adult).
- I agree to abide by the policies and procedures presented to me during the volunteer training and as updated thereafter.
- I authorize Yolo County Animal Services to seek emergency medical treatment for me, or my child (if applicant is under 18) in the case of an accident, injury and or illness.
- I understand that because I, or my child (if applicant is under 18), may handle animals, it is important to discuss being vaccinated against tetanus with my physician. I release Yolo County Animal Services from all responsibility for illness or injury that may occur because of my not pursuing this matter further and I understand whatever decision I make is at my own risk.
- I acknowledge and understand that as a volunteer of Yolo County Animal Services, I, or my child (if applicant is under 18), may come into contact with inmate trustees and or probationers. I, or my child, agree to work in coordination with them as assigned and I understand that fraternization is not allowed.
- I understand volunteers are required to wear appropriate attire when working with animals for safety reasons. I agree to follow the dress code, which includes jeans or long pants, close-toed shoes, and a sleeved shirt. Tank tops and open-toed shoes are not allowed.
- I agree to make a volunteer commitment to the shelter of at least 6 months with a minimum of 2 hours per week. I understand that volunteers are responsible for keeping track of their schedules and logging in daily, according to their supervisor's system. I will give reasonable notice if unable to make a volunteer shift.
- I understand that I will not receive any compensation, that there is no promise of compensation, and that my service is done for civic or humanitarian reasons.
- I will report ideas, constructive comments, suggestions, and criticisms directly to the Volunteer Coordinator or other supervisor assigned by Yolo County Animal Services.
- If communication problems develop between employees or other volunteers and me, as soon as possible, I will report these to the Volunteer Coordinator.
- I understand that my volunteer assignment may be terminated at any time at the discretion of the Volunteer Coordinator or my supervisor.
- As a condition of being accepted as a volunteer with Yolo County Animal Services, I agree to maintain a high degree of ethical standards and be law abiding in all respects. I further acknowledge and agree to a background check including but not limited to my driving record. Should any unethical or illegal behaviors be discovered, I understand that this could jeopardize my position as a volunteer at any time.

In return, Yolo County Animal Services agrees to:

- Provide an orientation, training, and continuing education as available for the assigned position(s).
- Provide staff to supervise volunteers
- Provide extended opportunities, when available, for those volunteers who are interested and qualified.

Volunteer Signature _____ Date _____

If applicant is under 18:

Parent/Guardian Signature _____ Date _____

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Volunteer Activities

KENNEL ACTIVITIES

Cat Pals

- These volunteers spend time with the cats and kittens, socializing and grooming. They also assist in maintaining cat kennels and making toys

Dog Pals

- These volunteers spend time with the dogs and puppies, exercising, socializing and grooming

Exotics Pals

- Under the term "exotics" these volunteers work with rabbits, guinea pigs, hamsters, turtles, and any reptiles that may be at the shelter. They assist in maintaining the cages and spend time grooming (when applicable) and socializing the animals.

Shelter Greeter

- These volunteers greet the public as they arrive and direct them to various areas of the animal shelter. They remain in contact with shelter staff, keeping them informed as to where visitors require animal shelter employee assistance.

OFFICE ACTIVITIES

SPCA Shelter Assistant

- These volunteers provide information and support to the public that have lost their pets. They assist with telephone calls, general filing, and taking pictures of animals for the website and newspapers. They are also involved in writing personality bios for the adoptable shelter animals for the website or for cage information to promote adoptions.

COMMUNITY OUTREACH

Humane Education Volunteer

- These volunteers, under the direction of shelter staff, create and present materials on the humane treatment of animals for both school and community groups.

Fundraising and Special Events

- These volunteers assist shelter staff with the development and implementation of fundraising projects and special events.

Public Relations Assistance

- These volunteers assist shelter staff with news releases, taking photos of shelter animals to post on the website and organizing the "Pet of the Week". They also work in coordination with Fundraising Events and Humane Education volunteers to increase public awareness of activities at the shelter.

OTHER INVOLVEMENT

Animal Foster Care

- These volunteers, under direction of shelter medical staff house and care for underage kittens and/or puppies until the animals are old enough for adoption placement.

Animal Transport

- These volunteers transport animals to off-site events and rescue groups or for spay and neuter. Transportation is needed both locally as well as to more distant places such as the Bay Area.