



Guelph Humane Society

500 Wellington Street West

Guelph, ON N1H 6L3

(519)824-3091

Volunteer Application Package

Section 1

Information and Instructions

Thank you for your interest in volunteering at the Guelph Humane Society. We greatly value the work of our volunteers, and we welcome new volunteers throughout the year to help Guelph's animals. Please read the following instructions carefully to help you complete the volunteer application package.

If you have any questions, please contact our volunteer department at guelph.humane.volunteer@gmail.com.

a) Basic Requirements for Volunteers:

- Volunteers must be able to commit to a minimum term of one year, unless there are special circumstances ie: University students.
- Volunteers must be at least 16 years of age to work alone. If under the age of 16, volunteers must be supervised at all times by a parent or guardian and commit to a minimum of 5 hours per month.
- Volunteers over the age of 16 must commit to a minimum of 10 hours per month
- Volunteers must be able to work safely around animals.

b) Application Instructions:

- Complete the personal profile (Section 2)
- Obtain a letter of reference to be included with your application. The letter of reference can be a personal or professional character reference.
- Identify the areas you would like to volunteer (Section 3)
- Review and sign the confidentiality form.

c) Next Steps:

- Please return the completed application package, with reference letter in person to the GHS.
- Thank you for applying at the GHS. Please note, only applicants whose skills and interest areas match the needs of the organization will be contacted for an orientation. This will be done either by phone or email.



Personal Profile Section 2

Name: _____
Address: _____ Postal Code: _____
Phone: _____ Work: _____ Cell: _____
E:mail: _____
Employer: _____ Occupation: _____

If applying as a family, please provide name(s) and age(s) of child(ren):

Do you have access to a vehicle? _____

Age: 16-19 20-30 31-55 55+

Seniors Volunteering at the Guelph Humane Society

Many seniors enjoy spending time volunteering with the animals here at GHS. Special time is spent cuddling cats or walking dogs on our property. If you would prefer to help in another way, we have various volunteer positions ranging from assisting with administrative duties or events to helping in our gardens. Please contact guelph.humane.volunteer@gmail.com if you would like to join our volunteer program.

Do you have any health concerns or limitations which might impact on your ability to volunteer at the shelter? If yes, please explain:

Do you have any allergies which might be a factor in an animal shelter setting?

Have you had pre-exposure to rabies vaccine? (Note: not required to volunteer) _____

How long do you intend to stay as a volunteer at GHS?

Do you wish to volunteer to fulfill Community Service hours? (High School credit/Court mandated?)

Yes _____ No _____

If yes, please indicate the number of hours needed: _____

Why are you interested in volunteering at the GHS?

Please provide a brief outline of your educational background:

If you are applying to volunteer with animals, please share a specific experience you have had with an animal in the past that demonstrates you are good at working with animals:

Do you have pets at home? If so, please list them and the dates of their vaccinations:

I certify that the above information is true and correct. I understand that any falsification of the above information may be grounds for denial of this application or termination of my volunteer status. I acknowledge that this application remains the property of the Guelph Humane Society.

Signature: _____ Date: _____



Volunteer Opportunities, Experience and Areas of Interest

Section 3

Volunteer Opportunities: (check all that interest you)

- Feline Friend
- Reception/Administration
- General Shelter Cleaning
- Canine Companion
- Dog Walking
- Special Events
- Fundraising
- Kennel Crew (cleaning, feeding, etc)
- Small Pet Pal
- Gardening/Yard Maintenance
- Education
- Communication (newsletter)
- Fostering infant/injured animals or animals with special needs
- Other _____

Volunteer Experience: (check all that apply)

Animals

- Cats
- Dogs
- Large Animals (ie: horses)
- Small Animals (ie: hamsters)
- Training
- Grooming
- Other _____

Clerical/Other

- Accounting
- Typing
- Phones/Switchboard
- Retail
- Other _____

Skilled Trades

- Electrician
- Plumber
- Carpenter
- Landscaper
- Other _____

Education

- Classroom Instruction
- Prepared Lesson Plans
- Taught Kids or Adults
- Other _____

Community Involvement

- Volunteer Work
- Work with Kids or Adults
- Non profit organizations
- Summer Camps, Day Care
- Other _____

Computers

- Macintosh Windows
- Desktop Publishing Graphics
- Accounting Software Data Entry
- Other _____

Leadership Skills

- Employee training
- Project co-ordination
- Other _____

Marketing/Fundraising

- Customer Service Writing
- Public Speaking Advertising
- Other _____

Any other skills/experience you have that you feel would be beneficial to the GHS:

Areas of Interest:

- Special Events
- Education Department
- Office Administration
- Animal Care Department
- Maintenance & Housekeeping
- Marketing
- Smaller Events and Short term projects
- Fundraising
- Other _____

Available Days to Volunteer:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | *Sunday |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Morning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Afternoon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

* **NOTE:** Dog walking and cat socializing are not available on Sundays as GHS is closed to the public. However, volunteers are still able to help out in other areas ie: Special Events, Outdoor Maintenance, etc.



Guelph Humane Society Volunteer Guidelines

1. Volunteers are required to attend interviews, orientations, and training as the Shelter deems necessary. Volunteers are required to commit to a regular schedule (10 hours per month) for one year. Some special circumstances will apply ie: University students, under age volunteers.
2. Volunteers should be polite and helpful at all times. All people and animals are to be treated with respect and courtesy. Volunteers are required to adhere to the rules explained in the training as it pertains to animal handling.
3. Volunteers must refer all questions from the public regarding Shelter policies to the Staff. Volunteers should maintain confidentiality in regards to Shelter clients and business.
4. Volunteers must accept the guidance and decisions of the professional Staff person responsible for volunteer activities. Problems and disagreements should be taken to the Volunteer Co-ordinator or the Shelter Manager.
5. Volunteers are responsible for keeping track of their hours and logging in daily.
6. For safety reasons, volunteers are required to wear appropriate attire when working with animals. Dress codes will be established by each department. Volunteers are required to wear a GHS scrub shirt or lab coat and name tag.
7. Volunteers should not be in any area of the Shelter without proper training or supervision. Guests of volunteers are not allowed to accompany the volunteer during their shift.
8. Volunteers shall agree to the Shelter's right to release them for unsafe practices, for not following the procedures described in orientations and training sessions or for any behaviour that is inappropriate for Shelter business. Release will be determined by Volunteer Co-ordinator and/or Shelter Manager. On duty Managerial staff will have the authority to ask a volunteer to leave for the day based on the situation presented.
9. Any accident or injury to either a person or animal should be reported to a GHS Staff member immediately.

The Shelter Agrees To:

1. Provide an orientation, training and continuing education as available for the assigned position.
2. Provide extended opportunities, when available, for those Volunteers who are interested and qualified.

Volunteer Signature: _____ **Date:** _____



Guelph Humane Society

Confidentiality Policy

I have been made aware of the confidential information concerning animals, donors, personnel and other types of Society information. Whether or not such confidential information may be available to me in normal performance of my duties, or occasionally and inadvertently, the confidentiality will be respected by me.

I will exercise all reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal, or other abuse.

I also understand that confidential information which shall be disclosed to me or which may become my knowledge may not be divulged within or outside of the Guelph Humane Society unless required in the performance of my normal duties, within the Guelph Humane Society.

I am aware of the Guelph Humane Society's policy prohibiting the temporary or permanent removal of confidential records from the premises of the Guelph Humane Society.

I understand that non-compliance with any of the above may result in the termination of my volunteer services within the Guelph Humane Society.

You can direct any inquiries about our policies through e-mail to guelph.humane.volunteer@gmail.com.

I understand that the information obtained will be kept confidential.

Signature: _____ Date: _____

Name (please print): _____

Signature of Parent/Guardian (if applicable): _____

Printed Name of Parent/Guardian (if applicable): _____