



713 N Elizabeth St
 Kokomo, IN 46901
 (765) 452-6224
 Vicki Dennis, Volunteer Coordinator
 765-452-6224, ext 4

For Office Use Only:	
Date Contacted: _____	
<input type="checkbox"/> Email	<input type="checkbox"/> Phone
Orientation date: _____	
Further Training: _____	

"You have never really lived until you've done something for someone who can never repay you." -Unknown

VOLUNTEER APPLICATION

Thank you for your interest in volunteering with the Kokomo Humane Society! Volunteers are an extremely important part of our organization. We ask that our volunteers be **at least 16 years old** to volunteer alone. Volunteers ages 10-15 may volunteer with the assistance of a parent **at all times**.

Name: _____ Date: _____

Address: _____ City: _____ St: _____

Phone: Home _____ Work: _____ Cell: _____

Email: _____ DOB: _____

Are you 16 years of age or older? Yes No

(*If NO, do you have a parent/guardian willing to come with you to volunteer? Yes No)

Are you currently: _____ Retired _____ Employed _____ Unemployed _____ Student

Current Employer or Previous Employer: _____

Have you volunteered before? Yes No If so, where? _____

How did you hear about KHS? _____

**We have many ways to help out the animals of the KHS!
 Read below for our positions and check those that most interest you!**

_____ **Cattery Care**- Our kitties are very social animals and need cuddling & human bonding time. Position may also entail showing animals to potential adopters, assisting the staff with cleaning cages and providing toys and food to the animals.

_____ **Dog Walkers**- Work with animals to provide exercise, love and help continue and improve social skills in the animals. Additional training class will be required.

_____ **General Animal Care**- Feeding the animals, cleaning kennels, and socializing with the animals

_____ **Adoption Assistant**- Complete adoption follow-up calls

_____ **Off Site Assistant**- Help at fairs, special events, transport pets to groomers (a.m. only), adoption counselors at Petco, laundry (can be done at home), etc.

_____ **Photography/Petfinder Website**- Take and upload photos of pets to Petfinder website

_____ **Foster Caregiver**- Provide a temporary home for orphaned, sick, or injured animals. An additional application will need to be completed.

_____ **Extra duties as needed**- Office assistance, answering phones, questions, outdoor help

*If you have a particular area of interest that you do not see listed on this application, please feel free to list it below. We will do our best to place you with responsibilities that interest you!

Please let us know any specific skills you have that would be helpful to you as a volunteer:

Statement of Interest: Please explain why you are interested in volunteering at the KHS, and what you wish to accomplish by participating in the KHS Volunteer Program: _____

* Please note: Applicants are reviewed on an individual basis. Selection and placement of volunteers is based on the current needs of the KHS, skills and interests of the volunteers and the applicant's ability to demonstrate personal commitment of the volunteer program. Thank you for your patience during the application process

Availability: (note times available to volunteer; hours may range between 12:00 pm – 6:00 pm Monday thru Friday and 11:00 am to 4:00 pm on Saturday)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

We understand that your schedule may change and these times are not fixed. We just ask that you try to commit at least 2 hours per week.

We are interested in you! Please feel free to tell us about yourself, your interests and hobbies. Do you or have you had any pets? What experience do you have with animals? We want your experience here to be rewarding so please let us know if there are any physical difficulties or limitations we need to know about or that may require extra training.

VOLUNTEER AGREEMENT:

My services to KHS are provided strictly in a voluntary capacity as a volunteer.

My services are furnished without any employment-type benefits, including employment insurance programs, worker’s compensation accrual in any form, vacations or sick time.

I will familiarize myself and comply with the KHS policies and procedures applicable to volunteers. In particular, I fully understand that the KHS expects high standards of moral and ethical treatment of the animals under its care. I will adhere strictly to these standards in my capacity as a volunteer. I will follow the policies, procedures, and safety precautions of the KHS, and follow the instructions/directions of the staff of the KHS. I understand that the KHS, without notice or hearing, may terminate my services as a volunteer at any time, with or without reason.

I understand the potential safety risks of working with animals and of bringing home illnesses from the shelter to personal pets. I will practice reasonable health hygiene and adhere to the hygiene policies of the KHS. **I am covered by a health insurance plan, and I am current on my tetanus vaccination and will provide proof of both.**

I understand that the handling of animals and other volunteer activities on behalf of the KHS may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless the KHS and its directors, officers, employees and agents from any and all claim, causes of actions and demands of any nature, whether known or unknown, arising out of or in connection with my volunteer activities on behalf of the KHS. Understanding that public relations are an important part of a volunteer’s activities on behalf of the KHS, I hereby authorize the KHS to use any photographs of me in its possession for public relations purposes. I ask that the KHS use reasonable efforts to give me advance notice of any such use, but such notification is not a condition to release photographs for public relations purposes.

If you are under 18, we must have your parent or legal guardian’s sign a form prior to volunteering.

By signing below, I hereby accept these TERMS AND CONDITIONS.

Applicant’s Signature: _____ **Date** _____

Emergency Contact: _____ **Phone:** _____

Parent/Guardian name (under 18), please print: _____

Parent/Guardian Signature (under 18): _____