



Humane Society at Lakewood Ranch
26920 Gopher Hill Road
Myakka City, FL 34251
941-361-1071 www.hslwr.org

Volunteer Application and Release Form

Today's Date: ____ / ____ / ____

How did you hear about Volunteering at the HSLWR? _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email (Required): _____

Phone: _____ Cell: _____

Emergency Contact Information:

Are you over 18 years of age? (Y/N)_____ If no, Age: _____

If you are under 18 years of age, do you have your parent's/guardian's permission (Y/N)? _____

If you are under 18 years of age, what is the name, phone #, and email address of your consenting parent/guardian (required):

Name: _____

Phone: _____ Cell: _____

Email: _____

You are required to have your parents/guardian sign a release prior to volunteering.

If you are under 16 years of age, you must be accompanied by a parent, who will also serve as a volunteer. Has your parent/guardian agreed to volunteer with you? (Y/N) _____

If the name & address of the parent/guardian, that will be volunteering with you, is different than listed above, please provide the following information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email (Required): _____

Phone: _____ Cell: _____

Are you a full-time or part-time Florida resident? _____

If you answered part-time, please provide the approximate dates you are in town:

Available months: _____

What experience do you have with animals?

Have you ever been bitten or attacked by a cat or dog? If yes, did it require medical attention? Explain:

Are you comfortable approaching & handling dogs and cats that you do not know? If not, please explain.

Do you understand that dogs & cats may be unpredictable & the HSLWR cannot guarantee that a dog or cat in our rescue won't become aggressive? (Y/N) _____

Are you willing to assume the risks involved in working with animals who are sometimes frightened, are in unfamiliar surroundings, and may become aggressive and/or bite/scratch you? (Y/N) _____

All of the Options for Volunteering are noted below. Please check those areas where you are interested in Volunteering.

SERVICES

- Kitty Kare:** Caring for the cats at our center. We have morning and evening shifts 7 days a week that include feeding, cleaning & playing with the cats. We also need 'cat cuddlers'.
- Dog Care:** Caring for the dogs at our center. We have 3 shifts: morning, noon afternoon/evening 7 days a week. The shifts include walking the dogs, feeding, cleaning & playing/training the dogs. Multiple levels of dog care positions are available.
- Adoption Counselors:** Working with prospective adopters throughout the adoption process: from qualifying the information, ensuring an appropriate match, providing final approval and completing the contract and follow-up. Special training is required.
- Adoption Events:** We participate in adoption events to get our dogs and cats greater exposure. These events need to have volunteer involvement and require transporting the animals to and from the events and help with setting up and tearing down. Must be 16 years of age or older.
- Outreach/Education:** We occasionally hold educational outreach programs with schools & other organizations. The hours for events vary by event.

REVENUE/INCOME

- Fundraising/Special Events:** As a non-profit organization, we are always seeking creative & artistic volunteers who can help us generate ideas for ways to raise funds and assist in executing those events. Some aspects may require special training.

- **Grant Writing:** We need volunteers who are experienced, or willing to acquire the expertise, in writing grants to seek funding for various aspects of the HSLWR. This requires an awareness of the legal, regulatory & financial requirements necessary to develop effective grant materials.

MARKETING/COMMUNICATION

- **Online Resources (Website, Email, Facebook, Twitter, etc.):** Volunteers are needed to create, monitor & maintain all online content & resources to ensure they effectively & efficiently promote HSLWR and its brand, logo & activities (including the adoptable pets). Knowledge & expertise in web development, graphic arts & efficient use of social networking tools would be helpful.
- **Written Resources (Newspaper, Newsletter, Ads):** We need volunteers who can create written material & marketing collateral which advertises, informs & educates the community, donors, sponsors & volunteers about HSLWR. Experience & contacts in preparing information for publication in local media would be a plus.

ADMINISTRATION

- **Financial Support:** We need volunteers who are experienced in developing & maintaining financial reporting processes & procedures. Knowledge of Excel, Quicken/Quick Books is preferable. Expertise in non-profit requirements would be desirable, but not mandatory.
- **IT Expertise & Database Support:** We need volunteers with IT expertise who can configure & maintain the technology infrastructure encompassing internet usage (website, email, Facebook, online sales, etc.), telecommunications requirements, online databases & applications (PetFinder.com, PetPoint, Adopt-A-Pet, Mail Chimp, & the Donor database/application). Also required are data input volunteers to update files, generate reports & output.
- **Volunteer Coordination:** This entails organizing & coordinating all volunteer information, as well as scheduling the resources necessary to support all facets of HSLWR. We also look for people to be part of the Volunteer Committee to gain, train, and retain volunteers.
- **Reception Desk at the Adoption Center:** We need volunteers to represent the HSLWR at the Adoption Center to greet the public, answer phones & email, show dogs/cats to prospective adopters, and respond to and resolve questions/requests from the public. Light office work and computer use required.

ADDITIONAL VOLUNTEER AREAS

Is there another area of volunteering that you are interested in – a skill, interest, or talent that you would like to share? If yes, please elaborate:

Is there anything else you would like us to know?

VOLUNTEER RELEASE

I am requesting a volunteer position with the Humane Society at Lakewood Ranch. I agree to read and follow the rules and guidelines of the organization. I agree not to hold any Director, Board Member, employee or any other individual personally or otherwise responsible in the event that I sustain personal, financial, emotional or property loss/damage, while servicing the organization. I agree to follow the supervision of all persons involved in volunteer management. I understand that as a volunteer I am an important representative of the Humane Society and must do my best to represent the organization in a manner that is consistent with its articles, by-laws, guidelines and philosophies. I have read and understand this volunteer release. I agree to sign a separate waiver and I agree to adhere to its entirety. If I am a minor, my parent/guardian has also read, agreed and signed this release.

Signature: _____ Date: _____

Print Name: _____

If under 18 years of age:

Print Name of Parent/Guardian:

Phone: _____ Cell: _____

Signature of Parent/Guardian:

Date: _____