 HALFWAY HOME

**9071 – 16 ½ Avenue**

 **Lemoore, CA 93245 (559) 925-1630**

**halfwayhomeca@gmail.com**

**“Compassion for Surrendered and Abandoned Animals.”**

**Application to VOLUNTEER**

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Contact # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Emergency contact name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you currently in school: \_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_

5. Do you have any skills training or hobbies (computers, photography, grooming) that might be helpful to Kings S.P.C.A. Halfway Home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Are you volunteering as part of a school or service project? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Is this court-mandated community service? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Do you have any mental or physical disabilities that may prevent you from performing any of the task listed below if so which tasks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check what area of volunteering you are interested in.**

\_\_\_\_\_ Facility maintenance –this includes interior and exterior sweeping and mopping, window cleaning, and garbage disposal, cleaning/organizing the kitchen, cleaning out the refrigerator, laundry, organizing shelves or storage areas.

\_\_\_\_\_ Outdoor maintenance –tending to plants, lawn care, weeding, poop scooping, spider webs.

\_\_\_\_\_ Dog walking – These volunteers must be patient and attentive. They must be able to walk the dogs around the premises while using proper techniques to manage the dogs taught to you by the staff of Kings S.P.C.A. Halfway Home. Volunteers are also taught proper use of collars and leashes.

\_\_\_\_ Dog care- bathing, grooming, trimming nails, socializing the dogs.

\_\_\_\_\_ Feline care – refilling food and water, changing water and food bowls if needed, scooping litter if needed and socializing the cats.

\_\_\_\_\_ Fundraisers, Events or Pet Adoptions

\_\_\_\_\_ Office work- filing, paperwork, newsletter.

\_\_\_\_\_ Other (please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THANK YOU for volunteering!**

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**Release of Liability**

*Read Carefully Before Signing*

I hereby release, indemnity and hold harmless Kings SPCA Halfway Home, the organizers, agencies and supervisors of all its activities, from any all liability in connection with injury including any injury caused by negligence.

I fully understand that this Release shall include, but is not limited to any claims, rights, demands, actions, cause of actions, expenses and damages whatsoever which may arise from any injury, act or omission, caused occasioned, or contributed to, actually or allegedly, by the negligence, sole or concurrent of one or more of the parties released herein.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are under 18 we need a Parent or Guardian to sign. Please note that if you are under that age of sixteen (16), you must be accompanied by a Parent or Guardian at all times while on the premises of Kings S.P.C.A. Halfway Home.**

Parent or Guardian Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Volunteer Policy & Procedures

Any individual volunteering their time at the shelter must adhere to the following policy:

1. Volunteer MUST sign a “Release of Liability” form before they begin working at the shelter. This form will be given and collected back by a staff member at Kings SPCA Halfway Home.
2. Volunteers must sign in on the “Volunteer Log” each time they begin a shift and sign out once they are finished.
3. **All customer inquiries**, interest, or questions regarding the shelter and/or the animals must be referred to a shelter staff. Be courteous, smile and be friendly; immediately directing them to any staff person. Remember you are representing Kings SPCA Halfway Home.
4. To properly identify you as a Volunteer; All volunteers must wear a volunteer name label on the front top half of their shirt or blouse at all times when volunteering for Kings SPCA Halfway Home.
5. All volunteers must follow all directives, policies and procedures of Kings SPCA Halfway Home, as it applies to their assignment and will be given directives by the Operations Manager or Lead Kennel Attendant.
6. It is important that you dress appropriately (**JEANS AND CLOSED TOE SHOES**) and professionally, anything deemed inappropriate you will be asked to leave for the day, or to change your attire.
7. You are representing Kings SPCA Halfway Home and you will be expected to adhere to a professional code of conduct.

This policy is distributed to each employee and volunteer of the Kings SPCA Halfway Home. You are expected to read and understand this policy. Should you have a question regarding what is expected of you as it applies to this policy, you are expected to ask **ONLY** the Operations Manager or Administrative Assistant.

I have read and fully understand the “Volunteer Policy & Procedures” and agree to abide by it. I further acknowledge that any action taken by myself that disregards this policy could result in my immediate termination as a volunteer.

Volunteer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print

Volunteer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operations Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_