



KINGS S.P.C.A HALFWAY HOME

9071 – 16 ½ Avenue
Lemoore, CA 93245 (559) 925-1630
halfwayhomeca@gmail.com

“Compassion for Surrendered and Abandoned Animals.”

Volunteer Questionnaire

Name _____ Date _____

Address _____ City _____ State ____ Zip _____

Driver License State & Number _____ DOD ID Number: _____

Contact # _____ E-mail _____

Emergency contact name _____ Phone _____

Date of Birth: _____ Are you currently in school: _____ Grade: _____

1. Do you have any skills training or hobbies (computers, photography, grooming) that might be helpful to Kings S.P.C.A.?
2. Are you volunteering as part of a school or service project?
3. Is this court-mandated community service? If so, how many hours do you need? What were the charges?
4. Do you have any mental or physical disabilities that may prevent you from performing any of the task listed below if so which tasks?
5. Have you ever volunteered with an animal shelter or rescue before? If yes, what did you do?
6. Do you have experience with cats or dogs in the form of work, ownership, pet sitting, etc?
7. 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. Must be conducted as instructed by staff
 - _____ Dog care- Food and water, enclosure cleaning, bathing, grooming, trimming nails, socializing the dogs.
 - _____ Feline care – Food and water, enclosure cleaning, litter box maintenance, and socializing the cats.
 - _____ Fundraisers, Events or Pet Adoptions
 - _____ Office work- filing, paperwork, newsletter.
 - _____ Other (please explain) _____

Release of Liability

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 _____

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 & closed toe shoes are advised) 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 a Board of Director.

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.

Printed Name _____

Signature _____ Date _____

Operations Manager's Signature: _____