

D. FAY MILLER ANIMAL SHELTER, CITY OF EUCLID
Volunteer Application and Profile

Thank you for your interest in volunteering at the D. Fay Miller Animal Shelter, City of Euclid. We request that you complete the following questionnaire. This will help us to use your experience in the best way possible.

PERSONAL INFORMATION:

Today's Date: _____

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____
Street / City / State / Zip

Email: _____ Date of Birth _____

Emergency Contact: _____
Name / Phone / Relationship

TELL US ABOUT YOURSELF:

Why would you like to volunteer? _____

Responsibilities in the shelter include general maintenance such as cleaning cages, yard work, office work, etc. Is there any particular area that you would not like to work in? Please explain.

Is there any particular area where you prefer to work? _____

What work experience do you feel would be of particular value to us? _____

Have you volunteered in an animal shelter before? Where? When? What was your job?

Our goal is to have volunteers come in when scheduled, sign in, check the "to do" list and start working immediately. Do you see yourself as someone that can do this? ☐ Yes ☐ No

We will have a general schedule of priority tasks set up for each day. Are you willing to start with what is first on the list? ☐ Yes ☐ No If no, please explain _____

Do you own any animals? ☐ Yes ☐ No If yes, what kind? _____

AVAILABILITY:

How much time can you devote to the D. Fay Miller Animal Shelter, City of Euclid on a regular basis?

Days per week: _____ Approx. time per visit: _____

What particular days and times are you available? Please circle all that apply.

Tuesday	am / afternoon / pm	Thursday	am / afternoon / pm
Wednesday	am / afternoon / pm	Friday	am / afternoon / pm
		Saturday	am / afternoon / pm

- ☐ I would also be interested in helping with special projects or events that would be different from my normal volunteer hours.
- ☐ I cannot commit to a regular schedule – please call when you need me for a special event or project.

AGE DISCLOSURE AND MEDICAL INFORMATION:

I am over 18 years old. ☐ Yes ☐ No Age if under 18 _____

Volunteers under age 18 are required to get permission from a parent or guardian.

When working with animals, it is recommended that you have a current tetanus vaccination. Tetanus vaccinations are good for ten years. Date of your last tetanus shot _____.

Do you have any medical conditions we need to be aware of? ☐ Yes ☐ No If yes, please describe:

HOLD HARMLESS CLAUSE:

I, _____ would like to volunteer at the D. Fay Miller Animal Shelter, City of Euclid located at 25100 Lakeland Boulevard, Euclid, Ohio. I understand that as a volunteer, I will receive no compensation, nor will I be covered by any insurance plan other than my own. I also understand that as a volunteer, I assume the risk of possible accident or injury while performing my duties whether on or off the premises. I hereby release the D. Fay Miller Animal Shelter, City of Euclid and the City of Euclid and its employees from any liability whatsoever while acting as a volunteer for the D. Fay Miller Animal Shelter, City of Euclid.

Signature: _____ Date: _____

Signature: _____
Parent/Guardian (If under 18 years old)

Witness: _____

Thank you for your interest in the D. Fay Miller Animal Shelter, City of Euclid. We look forward to speaking with you soon. Please return completed form to:

Euclid Pet Pals
c/o D. Fay Miller Animal Shelter, City of Euclid
25100 Lakeland Blvd.
Euclid, OH 44132
216-289-2057

LOBBY, OFFICE AND HALL AREA AM or PM

Clean sinks and toilets (replace paper products, as needed).

Put away all donations in lobby.

Sweep and vacuum all floors.

Mop floors using $\frac{1}{4}$ cup of Sanso and hot water. Rinse and wring out mop as tight as you can before putting away.

Empty all trash containers.

Use 33 gal. in office, kitchen and utility room.

Use 13 gal. in bathrooms.

Use 55 gal. in kennel.

Wash all soiled blankets and towels. Shake off all debris. Do not overload washer.

Wipe down counter and shelf areas.

Clean inside and outside of glass doors.

KENNEL AREA AM

Put dogs in outside kennels and close chutes.

Remove everything from cages and clean, if necessary.

Let dogs back in and feed them.

Let dogs back out and remove food dishes.

Take drain covers off in 4, 10 and 16, and hose down drain.
Replace drain covers.

Put everything back in cage using clean blankets,
where needed, and clean water bowls.

Let dogs in and close chutes.

Remove drain covers. Hose and squeegee outside kennels.
Replace drain covers.

Wash all dirty food and water bowls.

Wash and dry all dirty laundry.

KENNEL AREA PM

Let dogs out and close chutes.

Make sure bed area is clean. Hose and squeegee, if needed, and give fresh water.

Remove all food from all cages.

Let dogs back in and close them in.

Remove drain covers.

Summer – Hose and squeegee outside kennels.

Winter – Go outside and scoop, where needed - then empty into drain and put bucket of water on top to flush. Hose and squeegee if low temperature will stay above 32 degrees. Use towel to dry if there is a chance ice might form.

Replace drain covers.

Make sure you lock outside kennel gates, and brown and orange doors.

CLEANING THE CAT ROOM

1. Put disinfectant in a bucket of hot water and bring a bucket of clear hot water to cat room.
2. Clean one cage at a time.
 - a. Remove litter box and clean it.
 - b. Remove any toys and dishes.
 - c. Throw away remaining food and water.
 - d. Wipe down all trays and cages using Rescue wipes.
 - e. Remove trays and wash them.
 - f. Put **clean** ceramic bowls of fresh food and water in far corners of cages.
3. Replace litter in floor boxes.
4. Wipe off tops of cages.
5. Wipe off carts.
6. Clean fur off of scratching posts and condos.
7. Mop floor and allow to dry before replacing beds, toys, etc.
8. Wash pooper scoopers when finished.
9. Take out trash to dumpster.

**DO NOT BLOCK EMERGENCY EXIT DOOR
OR LEFT SIDE OF DOUBLE DOORS**

CAT ROOM CLEANING PM

Clean same as AM. Also turn off light and lock door.

OTHER VOLUNTEER DUTIES

Kitchen Area

Wash, dry and put away all dishes.

Everywhere

Empty all trash cans, replace bags and put in dumpster.

Anytime Duties

Clean both yards

Straighten reading materials and hand outs, and replenish.

Exercise and socialize dogs.

Fold and put away laundry.

Socialize cats.

**Visitors notice how clean the shelter is, and we
want to tell visitors that our volunteers are
responsible.**

Name: _____ **Date:** _____