



VOLUNTEER APPLICATION

1616 Hwy 72/221 East
P.O. Box 242
Greenwood, SC 29649
(864) 942-8558
email: humane@gwdhumanesociety.org
website: www.gwdhumanesociety.org

Thank you for your interest in the Humane Society of Greenwood. Our charity is a non-profit South Carolina corporation which operates a Spay and Neuter Clinic and the Greenwood County Animal Shelter. Volunteers with a variety of skills are welcomed and needed. The information on this form will help us to find the most satisfying and appropriate job for you.

NOTE: If you are younger than 16, a parent or guardian must accompany you on the premises at all times.

Please print all information:

Name: _____ Date: _____

Home Address: _____

Home Phone: _____ Cell: _____ D/L #: _____

E-mail Address: _____ Birth Date: _____

Work Phone: _____ May we call you at work? Yes No

Employer's Name: _____

Employer's Address: _____

Occupation: _____ Work Hours: _____

In case of emergency, whom should we notify?

Name: _____ Relationship: _____

Home Phone: _____ Work: _____ Cell: _____

EDUCATION: Middle School High School College/Technical Other

Area(s) of Study: _____

If volunteering with children (limit 2 per person), please complete:

Child's Name: _____ Birth Date: _____

Child's Name: _____ Birth Date: _____

List three references (include vet references if permissible):

Name	Address, City, ST, Zip	Telephone
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_____	_____	_____
_____	_____	_____
_____	_____	_____

AREAS OF INTEREST (Circle all that are applicable):

Animal Care • Pet Bathing	Maintenance • Lawn Care and/or landscaping
• Dog Walking	• Laundry
• Brushing	• Painting
• Socializing Pets	• Basic maintenance & repair
• Spraying for fleas/ticks	• Trash drop-off
• In-shelter dog training	• Shelter organizing
Fund Raising	Humane Education
Special Events (ie, Pet Fair, etc.)	Veterinary Assistance
Recruitment • Volunteers	Communication • Write editorials
• Financial supporters	• Encourage others to give
• Board members	• Encourage others to adopt
• Committee members	• Promote spay and neuter
OTHER:	OTHER:

Please answer the following questions:

1. Have you been referred to the Humane Society of Greenwood (HSOG) through a court-ordered community service program? **YES NO**

If "Yes," – **STOP!** You are filling out the wrong form. You need to contact the Shelter Manager and ask for a Community Service application. **(Failure to disclose this information will prevent applicant from having hours validated by HSOG to a court official.)**

2. Are you volunteering to fulfill a requirement for:
 School Church Community group Other (list: _____)
 Number of hours needed to complete requirement: _____

3. Do you have any physical, pre-existing medical or psychological limitation that might hinder you from participating in any area of our Volunteer Program? (e.g. heart condition, back injury, allergies, etc.)?
YES NO

If "Yes," please explain: _____

4. When are you available to volunteer: _____

5. Do you have any special skill or experience that you would be willing to use while volunteering?

6. Have you volunteered or worked at HSOG before? **YES NO**

If "Yes," when? _____

7. Have you volunteered with any other organization before? **YES NO**

If "Yes," where and what did you do? _____

8. Have you had any formal education and/or experience in animal care or welfare? **YES NO**

If "Yes," please explain: _____

9. Are you a member of any animal welfare organization? **YES NO**

If "Yes," please list: _____

10. Do you have any pets now? **YES** **NO**
 If "Yes," when were they last vaccinated? _____ + _____
 If "No," have you ever had any pets? **YES** **NO**
 If "Yes," how long ago? _____
11. Which do you prefer to work with? **DOGS** **CATS** **NO PREFERENCE**
12. Are you fearful of cats of dogs? **YES** **NO** If "Yes," explain: _____

13. Are you willing to attend an orientation class for volunteering? **YES** **NO**
14. Have you ever adopted from the Humane Society of Greenwood? **YES** **NO**
 If "Yes," do you still have the pet? **YES** **NO**
 If "No," why? _____
15. Have you ever turned in an animal to the Humane Society of Greenwood? **YES** **NO**
 If "Yes," why? _____

As a volunteer for the Humane Society of Greenwood (HSOG), I understand and agree to the following:

- Volunteers shall abide by the safety rules, regulations, policies and procedures of the HSOG.
- Volunteers shall work at HSOG at their own risk.
- Volunteers hereby indemnify and hold harmless HSOG for any damage, injury, illness or casualty resulting from their work on the premises of HSOG or in related work concerning HSOG.
- Volunteers shall not behave in a manner which causes harm or stress to the animals. Any reckless action will result in the volunteer immediately being escorted off of the premises.
- HSOG shall not be liable in any manner or form for the negligence or unlawful acts of the volunteers.

All of the information I provided in this application is true and correct. If any of the information changes, I will advise you promptly. If any information is false, I forfeit the right to be accepted as a volunteer with the Humane Society of Greenwood.

 Volunteer's Signature

 Date

 Parent of Guardian Signature (if volunteer is under 16)

 Date

 HSOG Representative

 Date



VOLUNTEER AGREEMENT

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In signing this agreement, I understand and agree to the following:

- I agree to be supervised by the coordinator of volunteers, or a designated staff member, and I will take direction and criticism to my supervisor or the coordinator of volunteers. If I feel that a communication problem exists between paid staff and me, I will report the problem immediately to the Shelter Manager or Executive Director.
- I will wear appropriate attire for working at the animal shelter – i.e., -- closed-toe shoes, work clothes that can get dirty, etc. I will refrain from wearing excessively tight, short or revealing clothing or jewelry while I am volunteering.
- I will be on time and will call the Humane Society of Greenwood (HSOG) if I am going to be late or absent. I will notify the appropriate staff member prior to leaving the facility. I will fill out the time card accurately. When I am no longer available to volunteer at the shelter, I will notify an appropriate staff member.
- I will treat all of the animals, people and property at the facility with respect. I will refrain from using profanity and conduct myself with courtesy at all times.
- I agree to stay in areas designated for volunteers and not to trespass into restricted areas that are for employees only.
- I agree to direct customers to a staff member for information.
- I agree inform all customers that I am a volunteer and not an employee of HSOG.
- I will wear my volunteer badge while I am on the premises.
- I give permission HSOG to use photographs or video footage of my volunteer activities.
- I understand that as a volunteer I may gain access to information about HSOG, customers or staff that is confidential. I agree to maintain confidentiality and refuse to disclose any information that is either private or personal. During the term of my volunteering and extending afterwards, I shall not disclose to unauthorized individuals, either those within or outside the Company, information of a proprietary nature regarding operations, products, production levels, processes, your rate of pay, work assignments, personnel or business.
- I authorize HSOG to seek emergency medical treatment for me in case of an accident, injury or illness and not to hold HSOG responsible in such an event. I understand that under HSOG's Workers Compensation policy, volunteers are not classified as "employees" and therefore no eligible for coverage for injuries sustained while volunteering.
- I waive all claims against the Humane Society of Greenwood, the City and County of Greenwood, the State of South Carolina, and/or members, directors, employees, and volunteers for all personal injury and property damages resulting from volunteer work with the Humane Society of Greenwood.

Volunteer Signature

Date

Please print name

If under 18 years, Parent/Guardian Signature

Date

Please Print Parent/Guardian Name