



Lakeland Humane Society

VOLUNTEER APPLICATION FORM

PO Box 202 - 6220 50 Ave
 COLD LAKE AB T9M 1P1
 PH: 780-594-1896
 FAX: 780-594-1882
 www.lakelandhumanesociety.org

PERSONAL DETAILS			Please complete all sections	
Last Name		First Name		Date of Birth YY/MM/DD
Address			City & Province	Postal Code
Cell Phone	Home Phone		E-Mail	
Emergency Contact Name			Phone Number	
Personal Reference 1 (Name and phone number)			Personal Reference 2 (Name and phone number)	
Why do you want to volunteer for the Lakeland Humane Society (LHS)?				
Have you volunteered at a Humane Society before? If yes, where and in what capacity? <input type="radio"/> Yes <input type="radio"/> No				

VOLUNTEER PROFILE		
Are you volunteering for community service? (school, club, alternative measures, etc) <input type="radio"/> Yes <input type="radio"/> No		
If yes: For what organization?		Total hours needed
Do you have any pets? <input type="radio"/> Yes <input type="radio"/> No		If yes: please specify type of pet(s)
Please list any medical problems, allergies, or other issues we should be aware of		Current Tetanus Shot? <input type="radio"/> Yes <input type="radio"/> No

VOLUNTEER OPPORTUNITIES			Please check the areas of interest to you
VOLUNTEERING WITH THE ANIMALS	VOLUNTEERING FOR THE ANIMALS	SPECIAL SKILLS	
<input type="radio"/> Dog Walking (1:00pm – 4:30pm) <input type="radio"/> Cleaning (8:00am – 12:00pm) Please wear appropriate clothing and footwear. Clothes may be soiled or damaged. These volunteer activities are drop-in and available 7 days a week.	<input type="radio"/> Special Events <input type="radio"/> Bingo Events (18+) <input type="radio"/> Casino Events (18+) <input type="radio"/> Shelter & Yard Maintenance	<input type="radio"/> Special skills to help the LHS (please give us some details) <hr/> <hr/>	

Volunteer E-Mail List Authorization (Optional)	
The Lakeland Humane Society (LHS) collects your personal information in order to help identify suitable volunteer opportunities for you. Only authorized LHS staff and/or volunteers access this information. We may also contact you from time to time to ask for your help by providing support to our animal welfare initiatives. I give the LHS permission to send me e-mails relating to volunteer opportunities to the e-mail address contained in this volunteer application form.	
SIGNATURE OF VOLUNTEER:	DATE:

Applications will be removed from LHS files once a volunteer has been inactive for 1 year. If the volunteer would like to return to volunteering at the LHS, they must submit a new application or renew their existing application before they can volunteer again.

GUIDELINES/WAIVER: Please read below carefully. It contains important information about the rules and policies.

1. Volunteers are required to attend interviews, orientations, and training, as the LHS deems necessary.
2. Volunteers should be polite and helpful at all times. All people and animals are to be treated with respect and courtesy. Volunteers are required to adhere to signage and the rules explained in training as it pertains to animal handling.
3. Volunteers should refer questions from the public regarding LHS policies to the staff only. Volunteers should maintain confidentiality in regards to LHS clients and business at all times.
4. Volunteers must accept the guidance and decisions of the professional staff person responsible for volunteer activities. Problems and disagreements should be taken to the department supervisor or the Shelter Manager. Volunteer supervision should be consistent with the Volunteer Policies and Procedures Manual. This manual is available for review from the LHS.
5. Volunteers are responsible for signing in and out to keep track of their volunteer hours and activities.
6. For safety reasons, volunteers are required to wear appropriate attire when working with animals. Dress code will be established by each department. Smoking is allowed only in designated areas away from the animals (see supervisor).
7. Volunteers assigned to use a LHS vehicle are required to have good driving records (no driving violations such as DUI, speeding tickets, etc.) **Verification of the volunteer's current driver's license and proof of insurance must be given to the volunteer's supervisor before driving any vehicle or conducting business in a volunteer's own car.**
8. Volunteers should not be in any area of the LHS without the proper training or supervision. Guests of volunteers are not allowed to accompany the volunteer during their shift.
9. Volunteers shall agree to the LHS's right to release them for unsafe practices, for not following the procedures described in orientations and training sessions, or for any behavior that is inappropriate for business. Release will be determined by LHS personnel only.
10. Parents are required to accompany any junior volunteers under the age of 16 at **all times**. We reserve the right to release a junior volunteer from his or her job without delay if we feel the situation is either unsafe or unproductive.
11. Any accident or injury to either a person or animal should be reported to LHS staff immediately.

The Lakeland Humane Society (LHS) agrees to:

1. Assign a staff person to supervise volunteer activities.
2. Provide extended opportunities, when available, for those volunteers who are interested and qualified.
3. Provide additional training for any specific positions assigned.

Volunteer Initial: _____

- In the event of an emergency, I hereby give the Lakeland Humane Society (LHS) permission to seek medical attention for myself or my child, if applicant is under the age of 18.
- I give permission for the Lakeland Humane Society to photograph me or my child for use in any LHS publication, educational, or advertising purposes the LHS may designate.
- On behalf of myself, my heirs and my personal representatives I hereby agree to release, discharge, indemnify and hold harmless the Lakeland Humane Society, its Board of Directors, agents, servants, members, and employees from any and all claims, causes of actions or demands of any nature connected with my volunteer service. I also agree to release, discharge, indemnify and hold harmless the LHS for any and all damages to my personal property while performing my voluntary services for the LHS.
- **I acknowledge and understand that as a volunteer of the Lakeland Humane Society, I or my child, if applicant is under 18, is not covered by the Lakeland Humane Society's workers compensation or any other insurance policy for any damages or injuries I or my child may sustain during volunteer activities.**

By providing my signature I acknowledge that I have read, understand, and agree to the above information and have voluntarily accepted it. I certify that the information provided here is accurate and complete. I authorize reference verification, background and police checks as necessary for specific positions.

DATE: _____ **PRINT NAME:** _____

SIGNATURE OF VOLUNTEER: _____

SIGNATURE OF PARENT/GUARDIAN: _____

(Parent/Guardian signature is required if volunteer is under the age of 18)

By signing this application you are agreeing to maintain complete confidentiality with regard to any information you may hear or see about the LHS, its clients, volunteers, staff, and members.