



# CAMANO ANIMAL SHELTER ASSOCIATION

## VOLUNTEER APPLICATION

Date: \_\_\_\_\_

### PERSONAL INFORMATION:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: ( \_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone Number(s): \_\_\_\_\_

If under **16** years of age please list parent or legal guardian who will be completing the volunteer process and accompanying you during your shift: \_\_\_\_\_

Tell us a little about yourself. Any pets? Hobbies?

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Please explain briefly why you are interested in volunteering with CASA (Camano Animal Shelter Assoc.):

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Have you been referred to CASA to complete community service hours for your school?  No  Yes

If yes, please note your school: \_\_\_\_\_ # hours \_\_\_\_\_ Date hours due: \_\_\_\_\_

*\*Please note that court-ordered community service cannot be accommodated through this volunteer program; please speak with the courts or your counselor for other possible volunteer opportunities.*

Have you ever volunteered or worked for an animal organization?  Yes  No

If so, which organization and in what capacity?

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How did you hear about this volunteer opportunity?

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Please list any physical, mental or medical limitations we should be aware of in order to best place you into a volunteer position. Failure to accurately disclose this information will be cause for dismissal:

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**VOLUNTEER POSITIONS**

**In Shelter volunteers** come to the shelter and assist the staff with daily tasks and working with animals. Most onsite positions are between the hours of 11am – 3 pm Wed-Sun with the exception of morning cleaning Mon-Sun 9 am -12 pm.

- **Morning Cleaning:** Assist staff with cleaning/feeding duties for cats prior to public hours. Ready the shelter for visitors, adopters, and incoming pets. Tasks include sweeping, mopping, scooping litter boxes, cleaning cat condos, washing dishes and laundry.
- **Dog Walking/Socializing:** Walk dogs on leash on the grounds surrounding the shelter, play with them in our fenced exercise yard. Provide training and socialization to help our dogs thrive and increase adoptability. Must be 18 years or older to work with dogs. Younger volunteers can walk with an older volunteer.
- **Cat Room Assistance:** Socialize, interact and play with the cats in the shelter and assist members of the public looking to adopt a new companion.
- **Staff Assistant:** Directly assist shelter staff with anything they may need. You will shadow them and assist with possible tasks such as: greeting and directing shelter visitors, accepting donations and putting them away, bathing animals, laundry, dishes etc.
- **Critter Team:** [periodic need] Provide care (cleaning, feeding and out-of-cage play time) to the variety of small animals (rabbits, birds, guinea pigs, etc).
- **Grounds and Maintenance:** Assist with weeding, gardening, dog yard maintenance and care, pressure washing, and other facilities housekeeping projects as needed.

**Foster Care:** Provide a temporary home for animals who require extra love and support before becoming available for adoption. This can include animals such as orphaned kittens, nursing mothers, recovering surgery patients, and pets who need help correcting their behavior.

**Event Volunteers/Friends of CASA:** Friends of CASA meet monthly to plan events. Participate in community outreach and fundraising events (Spring Market, Pet Food Drive, Dog Wash) to promote the work of CASA.

**Administrative Support:** Administrative activities help with the behind-the-scenes tasks needed to sustain CASA. These are not performed at the shelter and include: publicity, hanging posters, newsletter folding, reader board updates, monthly eNews, etc.

**Board of Directors:** Provide oversight and strategic planning via this working Board.

**Other Opportunities:** Share your talents: marketing, graphic design, experienced animal photographer, pro-bono non-profit financial legal advice or auditing, procedure writer, office or clerical support, experienced tradesman.

Please check the activities you may be interested in:

<input type="checkbox"/> Morning Cleaning <input type="checkbox"/> Dog Walking/Socializing <input type="checkbox"/> Cat Room Assistance <input type="checkbox"/> Staff Assistant <input type="checkbox"/> Critter Team <input type="checkbox"/> Grounds and Maintenance	<input type="checkbox"/> Foster Care <input type="checkbox"/> Event Volunteers/ Friends of CASA <input type="checkbox"/> Administrative Support <input type="checkbox"/> Board of Directors <input type="checkbox"/> Other - please explain: _____ _____
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By signing this application I agree to the following:

1. I agree to be supervised by the staff or event leader on duty and will follow their instructions.
2. I agree to abide by the policies of CASA and represent the philosophy of the association.
3. I will act humanely towards animals and treat fellow humans with respect.
4. I promise to abide by the work schedule and perform tasks mutually agreed upon and will log my volunteer time accurately on my volunteer time log.
5. If, in the course of my volunteer duties I gain access to private information, I agree to maintain confidentiality and will not disclose private or personal information.
6. I give CASA permission to use photos of my volunteer activities or my child’s volunteer activities
7. I also understand CASA can remove me from volunteering at their discretion.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if under 18)

\_\_\_\_\_  
Date

**IN-SHELTER ON-SITE VOLUNTEERS ONLY**

**CONFIDENTIAL**

**Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s) and Dates Used: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM / DD / YYYY)

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Due to liability reasons, we cannot accept anyone convicted of any violent crimes against people and/or animals, theft, weapons, or drug charges. Criminal convictions and drug charges dating back many years will be considered on a case-by-case basis.

Have you ever:

- Been convicted of a violent crime
- Been convicted of theft or burglary
- Had weapons and/or drug charges
- \_\_\_\_\_

Please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand background inquiries will be made and should investigation at any time disclose any misrepresentation or falsification, my application may be rejected, or I may be dismissed from service at this organization. I certify that all information included on this form is true and complete to the best of my knowledge and belief.

The Camano Animal Shelter Association and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, and dates of birth.

I hereby authorize the Camano Animal Shelter Association and its designated agents to conduct a criminal history review of my background for volunteer purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please check the box below if you wish to receive a copy of a consumer report that is requested.**

I wish to receive a copy of any background check report on me that is requested.