



VOLUNTEER SURVEY

www.apl-shelter.org
1001 Taintor Road
Springfield, IL 62702
217-544-7387

Thank you for your interest in volunteering at the Animal Protective League (APL). Volunteers play a vital role within our organization. With your assistance, we will be able to continue our efforts to help the needy animals in our community.

After we evaluate your interest and availability with the current needs of the shelter, we will contact you. **The majority of our communication is done via e-mail, so please provide an e-mail address where we can reach you. PLEASE PRINT YOUR RESPONSES CLEARLY.**

Date of application _____

Last name _____ First name _____

Address _____

City/State _____ ZIP code _____ If under 18,
date of birth _____

Home phone _____ Cell phone _____

E-mail address (please PRINT CLEARLY) _____

Emergency contact _____ Relationship _____

Emergency contact phone number _____ Alternate phone number _____

Current occupation and employer (or name of school) _____

May we call you at work? Yes No If yes, work phone _____

Present and previous volunteer jobs _____

Are you volunteering for school credit? Yes No Or for court-ordered community service? Yes No

Do you have experience working with animals? Yes No If yes, please describe: _____

How many (and what type of) pets do you have? _____

Additional information about you that may be useful (i.e. special skills, training, interests, hobbies) _____

Do you have allergies, physical disabilities or other limitations that require accommodation or may restrict your volunteer activities? Yes No If yes, please describe: _____

Are there duties you would not want to perform? Yes No If yes, please describe: _____

How did you hear about volunteer opportunities at APL? _____

Why do you want to volunteer at APL? _____

Please check days and times you are available. The times you may be needed vary, depending on the volunteer opportunities you are interested in. The shelter is open from 8:30 am to 5:00 pm every day.

SHIFT TIMES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING							
MIDDAY							
AFTERNOON							

VOLUNTEER OPPORTUNITIES

General, with minimal animal contact

- Answering phones, general office work
- Greeting people who come into the office
- Office cleaning
- Snow plowing
- Gardening
- Baking
- Conducting shelter tours for small groups
- Making follow-up phone calls
- Other _____

Working directly with animals

- Walking dogs
- Cleaning kennels
- Socializing cats / kittens
- Cleaning cat rooms
- Assisting in isolation rooms
- Assisting at off-site dog adoptions
- Assisting at off-site cat adoptions
- Other _____

Special programs and fund-raising events

- Nursing home visits with animals
- Foster care in your home
- "Sit, Stay, Read" program in schools
- State Fair parking on APL property
- Feral cat program
- Humane education

- Public speaking / presentations
- Sales (i.e. candy, holiday greenery)
- Upscale Collectible Sale
- Chili Supper
- Mutt Strut, AdoptAPLooza and similar special events
- Other _____

THANK YOU for your interest in volunteering with APL. I give the Animal Protective League permission to verify the information I have provided. I understand that completing this survey does not guarantee acceptance into APL's volunteer program. I also understand that there may be many volunteers for the opportunities I have checked, so I may not be called for the specific activities I have indicated.

Volunteer Signature and Date

Parent/Guardian Signature and Date (if volunteer is under 18)



VOLUNTEER RELEASE

I acknowledge that I have read and fully understand the terms and conditions of the Volunteer Agreement.

I hereby agree to accept a position as a volunteer worker for the Animal Protective League (hereinafter referred to as "APL") and in doing so, I agree to comply with the terms of the Volunteer Agreement and with the policies, rules and regulations that may be established from time to time by APL. I understand that failure to do so may result in my immediate termination as a volunteer.

I recognize that in handling animals and performing other volunteer tasks, there exists a risk of injury, including personal physical harm caused by the animals.

On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless APL, its agents, servants and employees from any and all claims, causes of actions or demands, of any nature or cause connected with my volunteer services. This might include attorney's fees, court costs and other costs incurred by APL in connection with my volunteer services based on damages or injuries that may be incurred or sustained by me in any way. Such damages and injuries might include, but are not limited to, animal bites, animal scratches, accidents, injuries and damage to personal property.

I understand that public relations are an important part of volunteering at APL. On behalf of myself, my heirs, personal representatives and executors, I hereby allow APL to use any photographs or other visual representations taken of me for use in public relations efforts. The APL will use reasonable efforts to notify me, but such notification is not a condition of the photograph's release for public relations purposes.

PLEASE CLEARLY PRINT NAME ABOVE

Signature of Volunteer

Date

Signature of Parent/Guardian if volunteer is under 18 years old

Date



VOLUNTEER AGREEMENT

As a volunteer with the Animal Protective League (APL), I agree to:

- Always exercise compassion and care with the animals
- Never strike an animal, or handle or treat an animal in such a way that it would be construed as rough or abusive
- Become familiar with APL policies and procedures and uphold its philosophies and standards
- Attend all required training sessions and recognize that training is essential to maintain safe shelter practices
- Attend supplemental and advanced training whenever possible
- Follow the rules and procedures presented to me in training and seek assistance from staff, senior volunteers or volunteer coordinators when necessary
- Limit my activity to my assigned work area unless otherwise directed by a staff member, senior volunteer or volunteer coordinator
- Donate my services to APL as a volunteer, without compensation
- Hold confidential all information that I may obtain, directly or indirectly, concerning clients, animals, staff and other volunteers
- Be punctual and conscientious; conduct myself with dignity, courtesy and consideration for others
- Adhere to sign-in and scheduling procedures
- Keep safety at the forefront of my activities and promptly report any animal bites or scratches or other injuries to shelter staff
- Communicate any job-related problems, concerns, differences of opinion, conflicts or suggestions to a staff member or volunteer coordinator
- Notify a staff member or volunteer coordinator when I am unable to work as scheduled
- Notify a staff member or volunteer coordinator if I choose to discontinue my volunteer services with APL

I understand that the Animal Protective League reserves the right to terminate my volunteer status as a result of any of the following:

- ◆ Any abuse or mistreatment of an animal
- ◆ Failure to comply with organizational policies, rules and other regulations
- ◆ Unsatisfactory attitude, work or appearance
- ◆ Any other circumstances which, in the judgment of the shelter manager or volunteer coordinator, would make my continued service as a volunteer contrary to the best interests of the Animal Protective League.