

Dorothy H. O'Connor Pet Adoption Center

135 Progress Drive, Victoria, TX 77905

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www.docpac.net volunteers@docpac.net



Shelter Volunteer Application

Fill out and send in the last 3 pages.

Thank you for your interest in volunteering at the Dorothy H. O'Connor Pet Adoption Center (DOCPAC). The time and attention that our volunteers spend with animals helps to keep the animals well-socialized and better able to present themselves when people come looking for a pet to adopt. This, in turn, helps animals find good homes. You will need to attend our Volunteer Orientation which will be a basic training session on safe animal handling procedures before you begin your volunteer hours. **If you are under the age of 16, you must be accompanied by an adult at all times during your volunteer hours.** The adult(s) must take the Volunteer Orientation training that will be accompanying the child. A strict ratio of one adult to every two minors will be enforced. Volunteers must be at least 10 years of age. There will be no exceptions to this rule.

Volunteer Orientation is held at DOCPAC one Saturday per month from 9:30am-11:00am. *Dates are subject to change.* Seating is limited. Please wear appropriate, comfortable clothing and tennis shoes. **NO FLIP FLOPS.**

To register for Volunteer Orientation, the following must be complete.

1. Completed Volunteer Application
2. We charge a one-time administrative fee of \$25.00 to help us cover the cost of our volunteer program, which includes one t-shirt and orientation materials. Fees are non-refundable. If you are supervising a child, the fee is waived and a t-shirt can be purchased separately.
3. The parent/guardian accompanying the child volunteering must take the Volunteer Orientation class.

Following Completion of training, you are welcome to visit the shelter to volunteer during our **Volunteer hours Monday thru Saturday 12:00pm-5:00pm.** Volunteers work under the guidance of the Shelter Manager, or the senior staff member on duty. A member of the shelter staff will always be available to assist you should a question or concern arise. **Volunteer Orientation is required.**

Frequently Asked Questions:

Can I bring home diseases or infections to my pets?

We encourage all volunteers to keep their own pets up to date on vaccination. Using common sense "infection control," such as washing your hands thoroughly with antibacterial soap and water, or using hand sanitizer, at the Shelter after handling each animal and before you go home, will help protect you and the animals. Wearing old clothes and removing them on your return home gives an added protection.

Will I get bitten or scratched?

There is always the chance, when working with animals, that a scratch or bite may occur. Following our routine procedures for safe handling of animals will help to minimize this possibility. We strongly suggest that you only work with animals you feel completely comfortable with.

Must I commit to a minimum number of monthly hours to be eligible to volunteer at the Shelter?

No – We encourage you to work us in your schedule.

Date: _____

Shelter Volunteer Application

Please complete all of the following sections:

Name: _____

Address: _____

Phone Number: _____

Age & Date of Birth (if under 18 years of age): _____

Email address (optional): _____

Are you affiliated with any animal related organizations? Yes: _____ No: _____

If Yes, Please indicate the organization below:

Organization's Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

How long have you been affiliated with this organization? _____

Occupation:

Employer's Name: _____

Address: _____

Work Phone: _____

In case of an Emergency, whom should we contact?

Name: _____

Phone Number: _____

How is this person related to you? _____



Have you ever adopted an animal from our shelter? Yes: _____ No: _____

What kind of animal? _____

When? _____

Do you still have this animal? Yes: _____ No: _____

If not, why not? _____

Please check the following activities that interest you most:

- _____ DOCPAC Van Driver (21 years or older)
- _____ Receptionist (18 years or older)
- _____ Carpentry or maintenance work – includes painting
- _____ Dog Walking
- _____ Dog Washing
- _____ Cat Cuddlers
- _____ Foster Care – Dogs and/or Cats
- _____ Marketing/Fundraising
- _____ Animal Assisted Therapy (Nursing Home visits)
- _____ Other (please specify) _____

Briefly describe any experience you have had in handling animals. (Include any information that will help to indicate your interest and experience with animals. For example: what pets, if any, do you have at home? Have you raised animals for 4-H or another service project? Trained animals professionally or as a hobby?)



The following statements are a release of liability to the

Dorothy H. O'Connor Pet Adoption Center:

1. All Volunteer Applications must be approved by the shelter manager before their service may begin.
2. All Volunteers of the Dorothy H. O'Connor Pet Adoption Center are representatives of the organization and must adhere to all the guidelines that have been presented to you.
3. The Dorothy H. O'Connor Pet Adoption Center is not liable for any damage or theft to Volunteer's property; Personal property is the sole responsibility of the person to whom it belongs.
4. The Dorothy H. O'Connor Pet Adoption Center is not liable for any personal injury, and or illness to Volunteers, Volunteer's family, or anyone that may be accompanying them during their volunteer time.
5. The Dorothy H. O'Connor Pet Adoption Center reserves the right to deny anyone at anytime the right to volunteer for any reason.
6. Any expenses incurred while Volunteering is considered a donation and will not be reimbursed. Any reimbursable costs must always be approved by the Shelter Manager before the expense has been incurred.

I agree to hold the Shelter harmless for any injurious act the animal(s) may commit. I have read and understand the Animal Shelter rules and procedures, and I agree to abide by these rules and follow the procedures in which I have been instructed. I understand that any volunteer who violates the rules may be asked to leave.

(Signature)

(Date)

Junior Volunteer Consent

(Under the age of 18 - You must have parental consent to volunteer. Under the age of 16 - You must be accompanied by an adult at all times during your volunteer hours.) To be filled out by your parent/guardian.

My son/daughter, _____, has my permission to participate in the Dorothy H. O'Connor Pet Adoption Center volunteer program under the direction of the Adoption Center staff. I understand that my son/daughter will be expected to abide by the rules and regulations, general guidelines, and responsibilities of the program.

(Parent/Guardian Signature)

(Date)

FOR OFFICE USE ONLY

Management Review: Approved: _____ Not Approved: _____ E.D. Signature: _____

Orientation Registration Date: _____ Paid: _____ Orientation Completion Date: _____

DOCPAC T-Shirt: _____