

Volunteer Application

Thank you for your interest in volunteering at the Dorothy H. O'Connor Pet Adoption Center (DOCPAC). Our volunteers are an integral asset to the shelter, assisting with the pets' daily care and socialization skills.

Prior to volunteering at the shelter, you will need to attend our Volunteer Orientation Class. Orientation is typically held the first Saturday of each month. *Space is limited.* **Call us at 361-575-8573 or email volunteers@docpac.net to reserve your orientation class spot.**

How can I be a volunteer?

1. Volunteers must be at least 10 years of age. Ages 10-15 must be always accompanied by an adult while they volunteer. The adult(s) that will be accompanying the child must take the orientation as well. A strict ratio of one adult to every two minors will be enforced.
2. Submit a completed Volunteer Application
3. Pay the one-time administrative fee of **\$25.00** which includes a DOCPAC t-shirt and orientation manual. Fees are non-refundable. (*Fee is collected on the day you attend orientation*)
4. Please wear appropriate, comfortable clothing and tennis shoes. (No flip flops)
5. All volunteers are required to wear a DOCPAC t-shirt while they volunteer.

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

No. You can volunteer as much or as little as you like.

Can I bring home diseases or infections to my pets?

Volunteers never work directly with animals that may be ill with a transmittable illness. However, we still recommend using common sense sanitary measures, and ensuring your own pets are up to date on vaccinations.

Will I get bitten or scratched?

There is always the possibility that a scratch or bite may occur. Following our procedures for proper handling will help to minimize this possibility. *Any bites, scratches, or other injury must be reported to staff immediately.*

Date: _____

DOCPAC Volunteer Application

Name: _____

Address: _____

Phone Number: _____ Date of Birth (if under 18): _____

E-mail address: _____

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

If Yes, Please indicate the organization below:

Organization's Name: _____

Emergency Contact:

Name: _____

Phone Number: _____ Relation? _____

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

Dog or cat? _____ Date: _____

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

If no, why not? _____

Please check the activities that interest you in addition to standard volunteer tasks:

_____ DOCPAC Van Driver (21 or older) _____ Receptionist (18 or older)

_____ Carpentry/maintenance work – includes painting _____ Fostering Dogs and/or Cats

_____ Animal Assisted Therapy (Nursing Home visits) _____ Other _____

Briefly describe any experience you have had in handling animals. (For example: do you have pets? Have you raised animals for 4-H? 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 any time 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.
7. The Dorothy H. O'Connor Pet Adoption Center reserves the right to use any photographs, video or images of my likeness, with or without my name, for DOCPAC business enhancing opportunities, including print advertising and social media (e.g. Facebook). I consent for myself and for the minor to the use by DOCPAC of photographs and video recordings made of me or of the minor while participating in activities or using services without further compensation and agree that all such materials, including negatives, are the sole property of DOCPAC.

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)