



Pulaski Animal Center Volunteer Application Form

Name: _____
Street Address: _____
City, State, Zip: _____
Cell Phone: _____ Alternate Phone: _____
Email: _____

Emergency Contact

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

Available Days & Times

- | | |
|---|--|
| <input type="checkbox"/> Monday: <input type="checkbox"/> Morning <input type="checkbox"/> Evening | <input type="checkbox"/> Friday: <input type="checkbox"/> Morning <input type="checkbox"/> Evening |
| <input type="checkbox"/> Tuesday: <input type="checkbox"/> Morning <input type="checkbox"/> Evening | <input type="checkbox"/> Saturday: <input type="checkbox"/> Morning <input type="checkbox"/> Evening |
| <input type="checkbox"/> Wednesday: <input type="checkbox"/> Morning <input type="checkbox"/> Evening | <input type="checkbox"/> Sunday: <input type="checkbox"/> Morning <input type="checkbox"/> Evening |
| <input type="checkbox"/> Thursday: <input type="checkbox"/> Morning <input type="checkbox"/> Evening | <input type="checkbox"/> Holidays: <input type="checkbox"/> Morning <input type="checkbox"/> Evening |

- Are you able to commit to a weekly schedule? Yes No
- If you are able to volunteer on holidays, which holidays are you able to commit to?
 New Year's Eve New Year's Day Memorial Day Labor Day
 July 4th Thanksgiving Christmas Eve Christmas

I am willing to: In Center Environment

- Clean dog kennels
- Care for, play with, and exercise dogs offices
- Clean cat kennels and litter boxes events
- Care for and play with cats
- Medicate animals
- Groom Animals
- Wash Pet Dishes
- General Cleaning

I am willing to: Out of Center Environment

- Help with fundraisers (Sell tickets, Work Events)
- Transport animals to and from veterinary
- Transport animals to and from adoption
- Help set up and tear down for PAC events

Other skills, talents, or interests that may be helpful to Pulaski Animal Center: _____

Pulaski Animal Center

Volunteer Policies and Guidelines

Dress Code

Volunteers performing a service that involves handling animals should wear clothes that can get dirty or furry. Please wear closed toes shoes with soles that will not slide on concrete for safety. Dangling jewelry is likely to become snagged and can be a hazard. Clothing that displays profanity is prohibited. Volunteers wearing items which are deemed inappropriate may be asked to leave for the day.

Initial: _____

Conduct

As a volunteer of the Pulaski Animal Center, it is important that volunteers be familiar with the center's policies and procedures. Volunteers should be polite, courteous, and helpful when communicating with all visitors to the shelter. It is the policy of the Pulaski Animal Center to provide a workplace that is free from discrimination and harassment, and one that promotes equal opportunity and equitable treatment. Any type of harassment or discrimination based on a person's race, religion, color, national origin, gender, sexual orientation, etc. is prohibited.

Initial: _____

Personal Items

Pulaski Animal Center is not responsible for any personal items that are lost, stolen or damaged. Please leave valuables at home or locked in your car.

Initial: _____

Complaints

We want your volunteer experience to be fun and rewarding. If you have a complaint, please notify the Manager.

Initial: _____

Qualifications

Volunteers must show a genuine concern for the welfare of the animals. They must have the ability to work hard, get dirty, and pitch in whenever required. Volunteers who work directly with animals must exhibit a willingness to learn about animals, and how to safely interact with them. They must be able to react quickly to prevent accidents and maintain the safety of every animal at the shelter.

Initial: _____

Training

Before beginning any volunteer service, all volunteers must attend Orientation. The basic orientation will last approximately one hour and will include an explanation of basic shelter safety & policies, descriptions of available volunteer positions, and time for volunteer questions. Certain volunteer positions may require additional training. Any friends or family over the age of eighteen (18) that attend your volunteer session(s) must sign the guest log and disclaimer of liability. Any friends or family under the age of eighteen (18) that attend your volunteer session(s) must have a parent or legal guardian sign the guest log and disclaimer of liability.

Initial: _____

Recording Service Hours

For all in-center activities, volunteers must record their hours in the volunteer sign-in log located at the front desk. Please sign in promptly when you arrive and sign out when you leave. This helps us know who is in the building or on the property in case of an emergency.

Initial: _____

Attendance

If possible, we ask that volunteers notify PAC's Manager of their inability to attend a volunteer session at least 24 hours in advance. This will allow PAC staff suitable time to find a replacement. PAC relies on their volunteers for the majority of daily animal care and enrichment.

Initial: _____

Disease Transmission & Control

A healthy animal may be carrying disease while showing no symptoms. Stress plays a huge role in lowering an animal's immune system and allowing them to become ill. Our most important job is to help keep the animal's stress levels as low as possible. It is possible for you to transmit disease from the animals at the shelter to your pets at home and vice versa. Please discuss your volunteer activities with your vet and vaccinate your pets appropriately. We also recommend changing clothes after your volunteer shift and before interacting with your own pets or other animals.

It is important to read and follow **ALL** signs posted on kennels, as they may contain information regarding animals with a contagious illness or ailment (i.e. ringworm, ear mites, viruses, etc.), as well as warnings regarding potential negative behaviors.

Initial: _____

Disciplinary Action

These policies and guidelines are in place to make the volunteer experience at PAC both safe and enjoyable for everyone. The following actions will not be tolerated and may result in immediate termination:

- Abusive behavior towards an animal
- Physical or verbal abuse of any staff, volunteer, or visitor
- Disregard for procedures, rules, and regulations
- Sharing of the door entry code to any other party or individual

Initial: _____

Pulaski Animal Center Disclaimer of Liability

I am over the age of eighteen (18) years, or the parent or legal guardian of said volunteer who is under the age of eighteen (18), and wish to provide volunteer services on the property of the Pulaski Animal Center. I recognize that in handling animals and performing other volunteer tasks, there is a risk of physical injury, including but not limited to that which could be caused by the animals. In consideration of that permission granted to me by the Pulaski Animal Center to participate in volunteer work, on behalf of myself, my heirs, personal representatives and executors, I hereby assume all responsibility and risk of injury that might occur to me or my property and agree to indemnify, hold harmless, release and defend the Pulaski Animal Center, its officers, agents, servants, employees, and property owner from any and all injury, including death, sustained by me in connection with my volunteer services, whether or not damages or injuries are caused directly or indirectly by my own negligence, or the intelligence of officers, agents, servants, employees, or property owner of Pulaski Animal Center.

Furthermore, I hereby assume all responsibility and agree to indemnify, hold harmless, and defend the Pulaski Animal Center, its officers, agents, servants, employees, and property owner from any and all claims or suits for property damage or loss, or personal injury, including death, sustained by others by reason of my performing volunteer services.

I furthermore understand and agree that as a volunteer, I am not an officer, agent, servant, or employee of the Pulaski Animal Center, and that my service in volunteer activity shall not be construed or interpreted as that of an officer, agent, or employee of the Pulaski Animal Center, and that the doctrine of respondent superior shall not apply between the Pulaski Animal Center and me. I furthermore understand and agree that the Pulaski Animal Center may terminate my involvement as a volunteer at any time, with or without cause shown.

I also agree that I have read the Volunteer Policy and Guidelines, and agree to abide by them.

Volunteer

Signature

Date

Print name

Parent or Guardian (if under 18)

Signature

Date

Print name

For Pulaski Animal Center Use Only:

This application has been: Approved Denied Explanation: _____

PAC Representative Signature: _____ Date: _____

Revised 11/08/2022