



Cheboygan County Humane Society  
**Volunteer Service Application**

*Please fill out this application completely. All prospective volunteers are subject to approval by the Executive Director. Volunteers who meet the needs of the Cheboygan County Humane Society (CCHS) will be chosen for service. CCHS reserves the right to refuse volunteer work to anyone who does not qualify or meet the needs of the shelter.*

**Steps to becoming a Volunteer**

- **Complete the volunteer application**
- **Complete the interview with the volunteer coordinator**
- **Application reviewed then approved or denied by the Executive Director.**
- **If approved, the applicant must attend an orientation session, read and sign a liability release form and then start volunteer work**

First Name		Middle Initial		Last Name			
Street Address				Mailing address (if different)			
City	State	Zip	City	State	Zip		
Home Phone		Work Phone		Email address			
Are you at least 18 years old or older?			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Employer			Position			Year in that Position	
1. Please list any skills or experience that you feel would benefit the Cheboygan County Humane Society.							
2. Why would you like to volunteer?							
3. Which volunteer jobs interest you (check all that apply)							
<input type="checkbox"/>	Animal bathing/grooming			<input type="checkbox"/>	Cat socialization/brushing/playing		
<input type="checkbox"/>	Dog walking			<input type="checkbox"/>	Kennel or cat room cleaning		
<input type="checkbox"/>	Office assistant			<input type="checkbox"/>	Office or lobby area cleaning		
<input type="checkbox"/>	Humane education program			<input type="checkbox"/>	Animal transportation ( to vets, etc)		
<input type="checkbox"/>	Special events / fundraisers			<input type="checkbox"/>	Yard maintenance/handy person		
<input type="checkbox"/>	Other						

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4. Do you have any physical limitations that would affect your ability to work at the shelter? (For example, lifting restrictions.)				
5. When are you available for volunteer work?				
6. How many hours per week would you like to volunteer?				
7. Have you ever been convicted of a felony?		<input type="checkbox"/> No	<input type="checkbox"/> Yes	
If you answered Yes to question 7, please explain.				
8. Have you ever been convicted of animal cruelty or neglect?			<input type="checkbox"/> No	<input type="checkbox"/> Yes
If you answered question 8 Yes, please explain (when, where, nature of conviction)				
9. Do you have any pets of your own?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you answered yes to question 9, please tell us about your pet?				
10. Do you have reliable transportation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11. Have you ever worked at a humane society or worked with animals before?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
In case of emergency, who should we notify?				
Name		Relationship		
Address		Phone		
Family doctor:		Doctor's Phone		
Hospital preference				

I have truthfully completed this application. I understand that I must be covered by my own insurance and that CCHS does not insure volunteers. I understand that I must attend an orientation session prior to volunteering in any capacity that would involve direct contact with animals or the public. To the best of my ability, I shall be reliable, punctual, patient and compassionate toward the animals. I understand that CCHS depends on me to appear when I say I will, complete the tasks assigned in a timely manner and to notify them when I am unable to fulfill a scheduled commitment.

**Fax completed form to 231-238-0432 or bring with you to your interview.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Interviewed by \_\_\_\_\_

Date \_\_\_\_\_

Executive Director  Yes  No

Orientation completed on \_\_\_\_\_ (date)

## Rules of Conduct for Volunteers and Community Service Workers

Work rules are established to protect the worker's safety and to ensure an orderly manner of accomplishing daily routines and tasks. These rules help the Cheboygan County Humane Society and Animal Shelter to operate smoothly and efficiently.

1. All workers must be polite and courteous to visitors
2. Stealing of any kind, whether from another worker or the facility is not tolerated.
3. Fighting or arguing among workers will not be tolerated.
4. You may use the phone only with permission. Volunteers are not permitted to answer the telephone unless they have been trained to do so.
5. Possession and use of illicit drugs or alcohol while on the premises is prohibited.
6. Smoking is permitted in designated areas and you must be of legal age.
7. Physical or emotional abuse (teasing) of any employee, worker, volunteer or animal will not be tolerated. No excuses.
8. Reporting to work under the influence of drugs or alcohol will result in immediate dismissal.
9. Refusal to perform job assignments or insubordination will result in immediate dismissal.
10. No sleeping, loafing, or loitering while on duty.
11. Deliberately damaging, destroying, misusing, abusing, or misplacing property belonging to the Cheboygan County Humane Society and Animal Shelter, or its workers will result in immediate dismissal.
12. Creating or contributing to unsanitary conditions or unsafe work areas is not allowed. For example: Not cleaning dog or cat areas thoroughly; not washing hands after touching an animal, etc)
13. No volunteer or community service worker is allowed behind the reception desk without permission.
14. All workers must abide by written or verbal warnings concerning a situation, area or animal
15. All workers must call ahead of time if they cannot make their scheduled assignment or if they will be late.
16. Disorderly conduct, horseplay, threatening, abusing or interfering with the business of the Cheboygan County Humane Society and Animal Shelter or an Animal Control Officer will not be permitted.
17. Explosives or firearms are not permitted on the premises.
18. Animals will not be handled or removed from their cages without the permission of your supervisor.
19. All workers must report an injury to themselves or to an animal immediately.
20. Community Service Workers and Volunteers must not interrupt the business of the Cheboygan County Humane Society and Animal Shelter or Animal Control Officer.
21. Workers must report to work in proper attire. Open-toed shoes, halter or tube tops, muscle shirts, short skirts or shorts or roller blades are not permitted.

I have read and understand these rules.

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Worker or Volunteer Signature

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Date