



Volunteer Application

Thank you for your interest in volunteering with the homeless animals at the Houston Humane Society. Volunteers are the backbone to keeping Houston's homeless animals healthy and happy. Whether you want to help better the lives of the homeless animals, or you want to prevent abuse by raising awareness of the tragedies that occur when people stop caring for animals, your efforts really make a difference!

Volunteers between the ages of 12 and 15 must volunteer with their parent or legal guardian. Both individuals must sign up for, and attend the Family Volunteer Orientation. Volunteers under the age of 16 volunteering at the shelter or HHS event without a parent or guardian will be asked to leave.

Hours cannot be used toward court-ordered community service for probation purposes.

Volunteers who need community service hours for school must serve a minimum of 30 hours before the Volunteer Coordinator will sign off on any hours. Student volunteers are required to give the shelter 6 months of service minimum.

Volunteers 16 years of age and older are considered adult volunteers and must attend the Adult Volunteer Orientation. **Adult volunteers are required to volunteer twice a month for 6 months minimum.**

Please fill out this application and either email, mail, or fax the application to the Adoption Manager. **If you fill out a paper application instead of the online version, you must email the Adoption Manager to schedule a meeting.**

Note: At the time of orientation each new volunteer is asked to pay a fee of \$15.00 for a volunteer T-shirt.

Adoption Manager
14700 Almeda Rd
Houston, TX 77053
Fax: 713-433-4325
Email: dchernosky@houstonhumane.org

Volunteer Opportunities

Match Maker

Match Makers are probably the most important of all Volunteer activities. Match Makers are the crucial link between potential adopters and their new life-long friend.

This volunteer duty consists of assisting potential adopters, and helping make sure kennel cards are correct and are on the appropriate dog kennels. Match Makers take dogs to meet potential adopters, and explain the adoption process to potential adopters. Knowledge of dog breeds and dog behavior is helpful but not required. Knowledge of HHS dog's personalities is essential to match making. This opportunity requires a high level of physical activity.

Dog Walker

Dog Walkers take dogs to designated off-leash areas to make sure dogs are properly socialized and exercised. This opportunity requires a high level of physical activity. Volunteers are encouraged to leash train each dog as they walk it to the off-leash exercise areas.

Dog Bathers/Groomers

Dog Bathers help our adoptable dogs look their best by bathing them and brushing them. This opportunity requires a high level of physical activity. Inside and outside tubs are provided. Shampoo and brushes are provided through donations.

Grooming is done in our inside kitchen. Many dogs come into our facility badly matted and need to be shaved down. Other dogs just need a trim to look their best. Some grooming supplies are provided, but it is recommended that if volunteers own their own grooming supplies that they bring it with them.

Cat Attendant

Cat Attendants socialize cats and assist potential adopters with any question they may have about the adoption process. Knowledge of cat behavior is helpful but not required.

Puppy Room Attendant

Puppy Room Attendants will monitor potential adopters while they are looking to adopt our small dogs or puppies. This volunteer duty is responsible for checking potential adopter's passes to ensure they are only looking at dogs they are approved to adopt, and bringing puppies to and from the meet and greet rooms.

Door Greeter/ Computer Assistant

Door Greeters are responsible for greeting potential adopters and explaining the rules of the adoptions building before they walk around. These volunteers are also responsible for answering any general adoption questions.

Computer Assistants are responsible for walking potential adopters through the steps of filling out the online adoptions application. These volunteers are also responsible for answering any general adoption questions.

Photo / You Tube Team

Photo team members take pictures of adoptable animals. We use these pictures on our web site and printed materials. Photo team members must have a digital camera. You Tube team members take video's of our animals to post on You Tube. This volunteer duty enhances the chance of many of our long term residents getting adopted. This opportunity requires a high level of physical activity.

Animal Enrichment Team

Shelter life can be very stressful on an animal and sometimes boring! The enrichment program consists of volunteers collecting items to make toys and other enrichment items for the animals. These items and toys are intended to exercise the minds of the animals and keep them entertained.

Mobile Adoptions Team

Mobile Adoption Team members work with each other at our off-site mobile adoption locations. Mobile Adoption Team volunteers assist in setting up the mobile adoption area, handle our adoptable animals, screen and counsel potential adopters, and handle financial transactions. This opportunity requires training **in addition** to the new volunteer orientation. Date, locations, and times vary, but off-site adoption events generally occur on the weekends. This opportunity requires a high level of physical activity.

Foster Home Program

Care for very young or very ill animals in home. Requires an additional interview and in addition to new volunteer orientation.

Humane Education/Community Outreach

Speak to children at schools about pet care and preventing pet abuse. Go to festivals, fundraisers, and other events to discuss animal welfare issues. Dates, locations and times vary.

Administrative Assistance

Assist shelter and administrative staff with mail outs, phone calls, making adoption bags, data entry, and more. Volunteer hours are 9 am to 5 pm Monday through Friday.

Fundraising/Marketing

Help us solicit donations and sponsorships from the business community. Take HHS literature and event flyers to businesses in your community.

Special Events

On site help at fundraising events such as the K9 Fun Run, Par "Fore" Pets Golf Tournament, Howl-o-ween Pooch Parade, Holiday Gift Wrapping, HHS Gala, Pet-a-thon and more.

Thank you and remember your efforts really do make a difference in the lives of homeless animals.

PERSONAL INFORMATION

Please print this information

Date of Application ___/___/___

Preferred Orientation Date ___/___/___

First Name Last Name Nick Name

Street Address City State Zip

Date of Birth Email

Home Phone Work Phone Cell Phone

Education: (Circle Last Year Completed) High School 1 2 3 4 College/Graduate 1 2 3 4 5 6 7 8 9

Occupation: _____

Does your company have a Matching Gifts policy for volunteer service? _____

May we contact you on your work or cell phone? _____

In case of an emergency, whom should we contact? *Please print this information*

Name Relationship

Day Phone Evening Phone Email

If you will be volunteering with a child between 12 and 15 years of age, please fill out the following information.

Child Volunteer's Name Date of Birth

What is your relationship with the child? _____

Child's emergency contact: _____

Day Phone Evening Phone Email

Your child must also fill out an application!!

Do you have any pets? If yes, let us know how many and their ages. _____

Are your animals spayed or neutered? _____

Have you ever visited an animal shelter before? _____

Do you have any experience as a volunteer? If yes, with what organization(s)?

How did you hear about our volunteer program? _____

Why do you want to volunteer with us? _____

Do you have any physical restrictions, medical limitations or allergies? _____

Please list any special skill that you may have that would be helpful to the shelter such as graphic design, accounting, carpentry, landscaping, web site administration, photography, media relations, fundraising, etc.

How often would you like to volunteer? _____

Volunteering at the Houston Humane Society does require contact with the general public, especially on the weekends. Even working in direct animal care there will be times when you will be asked to help the public as they inquire about adoptable animals. Are you comfortable with this? Please explain why or why not.

Although the Houston Humane Society does not have a “time limit” on adoptable animals, occasionally we must euthanize animals that become ill or have behavior issues. How do you feel about this?

Volunteer Agreement and Contract

Adult & Junior Volunteer
Initials Initials (if applicable)

_____ & _____ I agree to conduct myself in a courteous and professional manner as a volunteer and as a representative of the Houston Humane Society.

_____ & _____ I agree to abide by all Houston Humane Society policies and procedures.

_____ & _____ I authorize the Houston Humane Society to contact the emergency contact on this application and seek emergency medical care in case of accident, injury, or illness.

_____ & _____ I agree that my services are provided on a volunteer basis without pay or compensation of any kind and all services are to be performed at my own risk.

_____ & _____ I have received a Tetanus vaccination in the last 10 years. I have provided proof of this medical record via a copy to the community outreach director. I understand I cannot participate in any direct animal care until I sign a tetanus waiver.

_____ & _____ I understand that before I can begin to volunteer I must attend an orientation. Orientations are held on varying Saturdays of every month at the HHS shelter.

_____ & _____ I understand that in handling animals and performing other volunteer's task there does exist a risk of injury including physical harm caused by the animals.

_____ & _____ I hereby allow the HHS to use any photographs taken of me on property or at a special event for public relation purposes.

_____ & _____ I agree that on behalf of myself, my heirs, personal representatives and executors, I release, discharge, indemnify, and hold harmless the Houston Humane Society, its agents, employees, directors and board of directors from any and all claims, causes of action, or demands of any nature of cause, including costs and attorneys fees incurred by the Houston Humane Society in connection with the same, based on damages or injuries which may be incurred or sustained by me in any way connected with my services for the Houston Humane Society including but not limited to animal bites, accidents, or injuries.

_____ & _____ We understand as Family Team Members we will volunteer our time working as a team the entire time we are on Houston Humane Society property. A violation of this rule will result in the possibility of being terminated from the volunteer program.

Adult Name Printed _____

Child Name Printed _____

Adult Signature _____

Child Signature _____

Tetanus Vaccination Waiver-Adult Volunteer

A tetanus shot is required before direct animal contact at the Houston Humane Society. By signing this waiver, I affirm that I have had a tetanus shot within the last 10 years.

I understand the requirement of a tetanus vaccination and I agree that on behalf of myself, my heirs, personal representatives and executors, I release, discharge, indemnify, and hold harmless the Houston Humane Society, its agents, employees, directors and board of directors from any and all claims, causes of action, or demands of any nature of cause, including costs and attorneys fees incurred by the Houston Humane Society in connection with the same, based on damages, or injuries which may be incurred or sustained by me in any way connected with my services for the Houston Humane Society including but not limited to animal bites, accidents, or injuries.

Date_____

Signature_____

Printed Name_____

Witness_____

Date_____

Tetanus Vaccination Waiver-Jr. Volunteer

A tetanus shot is required before direct animal contact at the Houston Humane Society. By signing this waiver, I affirm that I have had a tetanus shot within the last 10 years.

I understand the requirement of a tetanus vaccination and I agree that on behalf of myself, my heirs, personal representatives and executors, I release, discharge, indemnify, and hold harmless the Houston Humane Society, its agents, employees, directors and board of directors from any and all claims, causes of action, or demands of any nature of cause, including costs and attorneys fees incurred by the Houston Humane Society in connection with the same, based on damages, or injuries which may be incurred or sustained by me in any way connected with my services for the Houston Humane Society including but not limited to animal bites, accidents, or injuries.

Date_____

Signature_____

Printed Name_____

Witness_____

Date_____

Volunteer Hours/Honors Society Hours

I understand that any request for paperwork to be signed in recognition of volunteer services must be submitted to the Adoption Manager at least 24-48 hours in advance of date that signature is needed. I also understand that any request for a letter of recommendation must be submitted to the Adoption Manager at least a week in advance of the date the letter is needed.

Printed Name: _____

Signature: _____

Date: _____