

Gloucester-Mathews Humane Society

Please return application to: GMHS P. O. Box 385, Gloucester, VA 23061

Adult Volunteer Application

(18 years of age and above)

(Please Print)

Name: _____ Date: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

(E-mail): _____ Date of Birth: _____

Employer: _____ Occupation: _____

In case of emergency contact: _____ (Phone) _____

Do you have any limitations (heavy lifting, limited walking, allergies, etc.)? No Yes

If yes, please indicate: _____

Please list any volunteer experience (or relevant work experience):

Please summarize your experience with animals:

Are you doing court ordered community service? Yes No

**Information regarding the community service must be included with application.*

Have you ever volunteered at GMHS? If yes, when? _____

Please list any special skills that our organization may find helpful:

Please provide two references (include a phone number)

1. _____

2. _____

Office Use Only:

Signature on all pages: YES NO

If NO, indicate missing page _____

Tetanus Statement: YES NO _____

Medical Information: YES NO _____

Additional Notes: _____

1. Contacted for Orientation on: _____ Spoke With Left Message Attended: NO YES _____ (Date)

2. Contacted for Orientation on: _____ Spoke With Left Message Attended: NO YES _____ (Date)

3. Contacted for Orientation on: _____ Spoke With Left Message Attended: NO YES _____ (Date)

ACTIVE INACTIVE

Volunteer Opportunities (please check those of interest to you):

- Community & Shelter Events** (Gloucester Holiday Festival, Daffodil Festival, Heritage Days, Mathews Market Days, Wings and Wheels, Urbanna Oyster Festival, GMHS Auction, Golf Tournament, Paws and Claus etc.) ***Volunteers will be contacted by email when needed for events.**
- K9 Companion:** Walk and socialize dogs, clean kennels etc.
- Feline Companion:** Socialize and brush cats, clean cat cages etc.
- Foster Care:** provide in- home care for shelter animals (**Must also complete an adoption/foster care application**)
- Front Desk Greeter:** help out staff by answering phones, assisting the public and general office work (training and scheduling required)
- Pet Therapy:** visit local convalescent centers with an animal from GMHS (scheduling required)
- Retail Store:** help in our retail store at the shelter (training and scheduling required)
- Mailings:** help with our quarter mailing of the Hugapet and other mass mailings
- Transporting Shelter Animals Locally and/or Out of Area/State**
- Help with Building and Grounds:** assist with general shelter tasks (laundry, grounds, etc)

Statement of Animal Cruelty, Neglect or Abandonment

By signing below, I certify that I _____
(Please print your full legal name)

have never been convicted of animal cruelty, neglect or abandonment in Virginia or any other state or location.

Your signature: _____ Date: _____

**GLOUCESTER-MATHEWS HUMANE SOCIETY
VOLUNTEER SERVICES RELEASE**

I agree to release, discharge, indemnify and hold the Gloucester-Mathews Humane Society harmless for any and all damages to my personal property while performing as a VOLUNTEER in a VOLUNTEER CAPACITY any and all duties for the GMHS. I recognize that there exists a risk of injury or sickness, including personal injury or harm in handling animals at the Gloucester-Mathews-Humane Society, in a volunteer capacity. I acknowledge that I am not to handle the animals unless I have been instructed to do so. I recognize there are certain chemicals that I may come in to contact with including, but not limited to, chlorine bleach, canine and feline dips, powders and shampoos. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify, and hold harmless the GMHS its agents, affiliates, employees and Board of Directors from any and all claims, causes of action or demands, or any nature or cause connected with the Volunteer Services. This is to include any costs and attorneys fees incurred by the GMHS related to damages incurred or sustained by me in any way in connection with my Volunteer Services. Such damages or injuries might include, but are not limited to animal bites, accidents, injuries and personal property damage.

I further understand that public relations are an important part of volunteering at Gloucester-Mathews-Humane Society. I agree, therefore, on behalf of myself, my heirs, personal representatives, and executors to allow the GMHS to use any photograph or video taken of me for use in a public relations effort. Any photographic images or videotapes in which I appear will become the property of the GMHS which can use them in any and all ways it sees fit. The GMHS will use reasonable efforts to notify me but such notification is not a pre-condition to the release of the photographs under the auspices of the GMHS.

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE TERMS OF THE VOLUNTEER SERVICES RELEASE AND THAT I WILL COMPLY WITH THE SAME.

Date: _____ Volunteer: _____

GMHS Volunteer Coordinator: _____

**GLOUCESTER-MATHEWS HUMANE SOCIETY
TETANUS STATEMENT AND MEDICAL INSURANCE**

Because of the nature of duties that may be assigned during volunteering, the GMHS requires proof of an up-to-date tetanus vaccination. Please furnish a copy of such proof when submitting a volunteer application. If a pre-existing condition (allergy, etc.) would preclude you from receiving a tetanus vaccination, please consult your family physician before volunteering for more information on possible risks.

I have read and understand the above statement outlining the importance of tetanus vaccination. **I hereby agree to provide a copy of proof of vaccination to the Gloucester-Mathews Humane Society with my volunteer application.**

Name: _____ Date: _____

Medical Information: You must have medical insurance to volunteer at the Gloucester-Mathews Humane Society. Please provide the following information:

Name of Insurance Company _____

Policy Number _____

Physician's name _____ Physician's telephone number _____

**GLOUCESTER-MATHEWS HUMANE SOCIETY
TERMS AND CONDITIONS**

VOLUNTEER means a person who freely chooses and renders services to the Gloucester-Mathews Humane Society in a voluntary capacity for a civic, charitable, or personal motive, without promise or expectation of compensation, at hours that suit their own convenience.

1. I fully understand and agree that my services are provided strictly in a VOLUNTEER capacity.
2. I fully understand and agree to provide my services to the GMHS as a volunteer in a volunteer capacity without any express or implied promise of salary, commission, payment or compensation of any kind whatsoever. I fully understand and agree to provide my services to the GMHS as a volunteer in a volunteer capacity without any employment-type benefits, including but not limited to employment insurance programs, workers' compensation accrual in any form, or sick, holiday, or annual leaves time.
3. I fully understand that the GMHS handles large numbers of animals of unknown temperament on a daily basis. I agree to hold the GMHS harmless from any liability for any injury(s), which I might sustain from handling animals during the course of my volunteer duties. I fully understand and agree to assume all risks involved in any and all duties that I perform for the GMHS in my volunteer capacity whether on-site at the shelter or off-site.
4. I agree to familiarize myself with the GMHS policies and procedures including specifically those policies and procedures for handling and treating animals safely and ethically. I also understand and agree that as a volunteer of the GMHS I must be able to work independently and with minimal staff supervisions in accordance with standard operating procedures of the Gloucester-Mathews-Middlesex Animal Shelter.
5. I fully understand the GMHS expects high standards of moral and ethical treatment of the animals under its care. I agree to strictly adhere to these standards in my voluntary capacity at the GMHS.
6. I fully understand and agree that at its sole discretion GMHS may end the volunteer relationship for any reason.

I, _____, having fully read and understood the above definitions and terms, hereby agree to accept a position with the GMHS as a VOLUNTEER performing volunteer duties out of generous and charitable motives in a VOLUNTEER CAPACITY.

Volunteer Code of Conduct

Gloucester-Mathews Humane Society

Volunteers of the Gloucester-Mathews Humane Society are a critical part of the success of our programs, and are the “face” of our shelter in the community. It is therefore incumbent upon our volunteers to reflect the ideals and mission of our organization as they provide their services to the Gloucester-Mathews-Middlesex Animal Shelter and participate in its activities. Volunteers must agree to abide by the policies established by the GMHS Board of Directors concerning its animals, staff and volunteers. If an individual is unwilling to do so, he or she may not volunteer. Any infraction of shelter policies or the policies outlined below may result in the immediate suspension or termination of the individual as a volunteer. These policies apply to volunteer actions both at the shelter and at offsite events and locations.

Specifically, it is necessary that all volunteers abide by the following policies:

1. Volunteers who are planning to handle or work directly with an animal at the shelter must consult with a staff member before proceeding, to ensure that the animal has been determined to be safe for handling by the volunteer.
2. Volunteers shall accept direction from the shelter manager, assistant manager or section staffer on duty about the handling of specific animals.
3. Volunteers shall refrain from giving directions or orders to staff members, but should take any concern with shelter staff to the shelter manager.
4. Volunteers must not adjust shelter thermostats or other operational equipment.
5. Volunteers who use shelter-owned vehicles for GMHS projects must report any problems with or damage to the equipment immediately to the shelter manager, assistant manager or the Executive Director.
6. Volunteers shall not criticize or disparage the GMHS either verbally or in any public or social media. Volunteers shall not represent that their views are those of the GMHS or that they are expressing their views on behalf of the GMHS.
7. Volunteers shall refrain from giving any medical or “expert” advice to visitors at the shelter, and shall not recommend a particular veterinarian over others to a visitor at the shelter.
8. Volunteers shall report any injury sustained at the shelter immediately to the shelter manager, including bites and scratches from shelter animals.
9. Volunteers must not remove any shelter property, including food, leashes and other supplies, without permission from the shelter manager.

I have read and understand the Code of Conduct outlined above and agree to abide by it as a condition of my being a volunteer with the Gloucester-Mathews Humane Society.

Volunteer Name: _____

Volunteer signature: _____ Date: _____