



Animals for Life
2 Service Rd. Middlebury, CT
(203) 267-6777
www.animalsforlifect.org

ANIMALS FOR LIFE COMMUNITY SERVICE APPLICATION

Name: _____

Today's Date: _____

Check one that applies to you:

- Applicant (Age 18 and above)
- Applicant (Age 15 to 17) A parent/guardian must assist you in completion of your application.
- Applicant (Age 10 to 14) An adult must go through the application process with you and accompany you when volunteering at the animal shelter.

Application Process:

1. Fill out the Application and return to the shelter.
2. Complete an Interview with the Volunteer Coordinator
3. The Volunteer Coordinator will review your application and will notify you within seven (7) days of receipt of your application of your acceptance or non-acceptance into the program.

****HOURS OPEN FOR COMMUNITY SERVICE MONDAY – FRIDAY
5PM -7PM & SATURDAY & SUNDAY 12PM-3PM.
WINTER HOURS AND HOLIDAYS MAY VARY.**

****Activities for community service volunteers include: Walking dogs, helping out with feedings, Bathing dogs and light grooming, Socializing with cats & kittens, Light Office work, Help at Events and Fundraisers.**

Please be as complete as possible in your answers throughout this application.

Please be sure to print your answers clearly.

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Work: _____

Email address: _____

Date of Birth: _____

Animals for Life Volunteer/Community Service Activities

Please check all of the following which you would be willing to help with:

- Walking dogs
- Cleaning/Dishes
- Laundry
- Fostering animals
- Bathing/grooming dogs
- Fundraising
- Special events
- Data entry(from home)
- Filing/light office work
- Socializing with Cats/Kittens
- Customer assistance
- Conducting home visits

Weekly Schedule for Volunteering

****Please note these hours and days will be your set schedule each week.**

List the hours under each day you will volunteer and total hours each week, *Minimum of 5 hours per week

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
M-F 5PM-7PM							
SAT-SUN 12PM-3PM							

TOTAL HOURS WEEKLY: _____

Personal Information

Please answer the following questions as **truthfully** and **completely** as possible.
Please print clearly.

How many hours of community service would you like to complete at our shelter? _____

List your deadline if you have one? _____

Reason for Community service? _____

- Court Order: (city & state) _____ Phone #: _____
- School: (name of school) _____ Phone#: _____
- Other: _____ Phone#: _____

What would you like to accomplish while volunteering at Animals for life?

Will you continue to volunteer after you are done with your community service? YES NO

If this is court-ordered community service, YOU MUST provide a copy of your disposition or court order. You will not be accepted unless you provide this.

For all school community service Hours YOU MUST provide Form Verifying Hours that need to be done and for the release of your hours.

2. Have you ever been adjudicated or convicted of a criminal offense (felony or misdemeanor)? Yes No

3. Are you currently on probation, diversion or parole? Yes No

If you answered yes, please provide the following:

Person's Name You Report to: _____

Phone Number: _____

4. Have you ever been convicted by a military court-martial? (If no military service, answer "no.") Yes No

5. Are you currently or ever been under a restraining order or protection order of any type? Yes No

6. Have you ever been asked to surrender any animal? Yes No

If you have answered yes to any of the questions above, please describe in detail the reason for answering yes.

7. Do you have any physical limitations such as allergies or other medical issues we should be aware of? Yes No

If you checked yes, please explain: _____

8. In order to perform the volunteer activities you are interested in, do you need any accommodations? Yes No

If you checked yes, please explain: _____

Emergency Contact Information

Please include the names of two (2) *local individuals* to contact **in case of emergency**:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

If you are **younger than 18**, please provide the following information:

Parent/Guardian name that you reside with: _____

Parent/Guardian Home Phone Number: _____

Parent/Guardian Work Phone Number: _____

Parent/Guardian Cell Phone Number: _____

In the event of an emergency, I hereby give Animals for Life Animal Shelter Permission to seek medical attention for me or my child (if applicant is younger than 18). Yes No

Name of Primary Doctor: _____

Primary Doctor's Phone Number: _____

Signature of Parent/Guardian: _____ Date: _____

Waiver

Include your initials and today's date within the spaces next to each statement to acknowledge you have read them. If you are 17 years of age or younger, volunteer applications will not be accepted without a parent or guardian's initials and signature below.

1. I understand that because I, or my child (if applicant is younger than 18) may handle animals, **it is important to discuss being vaccinated against tetanus with my physician**. I release Animals for Life Animal Shelter from all responsibility that may occur because of my not pursuing this matter further and I understand whatever decision I make is at my own risk. **Initials** _____ **Date** _____

Have you received a tetanus shot? Yes No Date received: _____

2. I acknowledge and understand that as a volunteer of Animals for Life Animal Shelter, I or my child (if applicant is younger than 18) is not covered by Animals for Life Animal Shelter's workers' compensation or any other insurance policy for any damages or injuries I or my child may sustain during volunteer activities.

Initials _____ **Date** _____

3. I give permission for Animals for Life Animal Shelter to photograph me or my child for use in any shelter publication, education, or advertising purposes the shelter may designate. Yes No

Initials _____ **Date** _____

Signature *Terms, Conditions and Release*

- My signature below certifies that the information I have included on this application is accurate, complete and truthful. I authorize reference and employment verification, as well as any background checks necessary for specific volunteer positions at Animals for Life Animal Shelter.
- My services to the AFL are provided strictly in a voluntary capacity, and without any express or implied promise of salary, compensation or other payment of any kind whatsoever.
- My services are furnished without any employment-type benefits, including employment insurance programs, worker's compensation accrual in any form, vacations or sick time.
- I will familiarize myself and comply with the AFL's policies and procedures applicable to volunteers. In particular, I fully understand that the AFL expects high standards of moral and ethical treatment of the animals under its care. I will adhere strictly to these standards in my capacity as a volunteer. I will follow the policies, procedures, and safety precautions of the AFL, and follow the instructions/directions of the staff of the AFL shelter. I understand that the AFL, without notice or hearing, may terminate my services as a volunteer at any time, with or without reason.
- I understand the potential safety risks of working with animals and of bringing home illnesses from the shelter to personal pets. I will practice reasonable health hygiene and adhere to the hygiene policies of the AFL. I will not bring unapproved guests or family to the AFL while I am on duty.
- I understand that the handling of animals and other volunteer activities on behalf of AFL may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless the AFL and its directors, officers, employees and agents from any and all claim, causes of actions and demands of any nature, whether known or unknown, arising out of or in connection with my volunteer activities on behalf of the Animals for Life shelter.
- Understanding that public relations are an important part of a Volunteer's activities on behalf of AFL, I hereby authorize AFL to use any photographs of me in its possession for public relations purposes. I ask that AFL use reasonable efforts to give me advance notice of any such use, but such notification is not a condition to release photographs for public relations purposes.

If you are younger than 18, we must have your parent or legal guardian's sign prior to volunteering.

Volunteer Signature _____ Date _____

Printed Name _____

Parent/Guardian Signature _____ Date _____

Printed Name _____

Animals for Life

Community Service Guidelines and Rules

Thank you for choosing the Animals for Life Animal Shelter for the place to complete your community service. Your help is appreciated by all staff at our shelter. All community service workers must complete the required paperwork before beginning work at the shelter. Once the Coordinator receives your paperwork, the information provided will be confirmed. You may be required to attend an orientation and an interview. If you are accepted for our program, then the Coordinator will contact you to schedule your community service.

- If you are court ordered to complete community service, you must provide a copy of your court order stating your requirements. You will be required to report the reason for your adjudication, no contest plea or guilt to the Coordinator. This information will be kept confidential and only the Coordinator, Supervisor and Director will be informed. Although you are required to complete community service and may not want to be at the shelter, we hope you will do your best and know that your help is appreciated by all staff at the shelter.
- All community service patrons are to treat all staff members, volunteers and other community service patrons with respect. Rude or disrespectful behavior will not be tolerated.
- Any abuse of animals, staff, volunteers, or community service patrons is strictly prohibited. If this occurs, you will be discharged.
- All community service patrons are required to report any injuries immediately to the staff member who is supervising you and the Coordinator.
- Youth under the age of 18 years of age are not allowed to smoke. If you are caught smoking, you will be sent home and your involvement with the shelter will be discharged.
- It is your responsibility to arrange your schedule with the Coordinator. If you are unable to keep your schedule, you must contact the Volunteer Coordinator in advance of your scheduled shift. If you are a no show once without calling you will be removed from the schedule and you will need to contact the Volunteer Coordinator in order to be scheduled again. If you are a no show twice without calling in advance you will be discharged. If you repeatedly change or reschedule your shift, you may be discharged.
- No electronics are allowed during your walking shift such as iPods', cell phones, etc. Cell phones may be used for emergencies only.
- You will not be allowed to use the Shelter phone unless approved by the Coordinator. If you need to arrange a ride, you must do so before you come to the shelter.
- Do not walk into the Kennel area at any time unless you are assigned to work in there or are given permission by staff.

Drug and Alcohol Policy

· AFL prohibits the use, sale, transfer or possession of alcohol or controlled substances on AFL premises at any location where work is being performed as part of AFL volunteer placement. AFL also prohibits volunteering while impaired or under the influence of alcohol, controlled substances, or over-the-counter drugs being used at a dosage or in a manner inconsistent with label directions. Any community service volunteer found in violation of this policy will be subject to discipline and/or discharge.

Dress Code

- Wear name tag at all times while volunteering.
- Dress comfortably and appropriately.
- Wear pants that do not drag on the floor.
- Shirts must have sleeves (short or long).
- During warm weather, if you chose to wear shorts, please make sure they are of modest length.
- Remember that you are working with animals and your clothes might get stained or dirty.
- Volunteers/community service patrons who dress inappropriately will be asked to leave.

Unacceptable Dress

Unless otherwise approved by the Volunteer Coordinator, unacceptable dress includes, but is not limited to:

- No t-shirts with offensive words should be worn.
- No suggestive clothing should be worn.
- Hoop or dangling jewelry (earring hoops that fit tight to the skin may be acceptable.) Facial piercings are discouraged and must be small studs if worn.
- Open-toed shoes or heels.
- Tattoos must be inoffensive and as concealed as practical

You will be given one warning by the Coordinator and you may be sent home.

If you continue to wear inappropriate clothing, you may be discharged from the program.

Acknowledgment

I wish to perform my community service at Animals for Life Animal Shelter. I have been provided with activities I may be assigned for community service and attest that I am physically able to perform the duties that may be assigned to me. If there are duties I am unable to complete, I have stated that information below. I have read the Guidelines and Rules of the Animals for Life Animal Shelter and agree to follow them.

Signature _____ Date _____

Print Name _____

If you are 17 years of age or younger, a parent/guardian must read the rules, help enforce them and Sign below to acknowledge they have read the rules and agree to ensure you abide by them.

Parent or Legal Guardian

Signature _____ Date _____

Print Name _____

Please list the activities below that you should not complete due to medical or physical reasons.

Thank you for Volunteering at



ANIMALS FOR LIFE