

# ***Dorothy H. O'Connor Pet Adoption Center***

135 Progress Drive, Victoria, TX 77904

Phone: 361-575-8573 Fax: 361-575-8575

Web site: [www.docpac.net](http://www.docpac.net)

[petadoptions@docpac.net](mailto:petadoptions@docpac.net)

[volunteers@docpac.net](mailto:volunteers@docpac.net)



## ***Shelter Volunteer Application***

*Fill out and send in the last 3 pages.*

Thank you for your interest in volunteering at the Dorothy H. O'Connor Pet Adoption Center. The time and attention that our volunteers spend with animals helps to keep the animals well-socialized and better able to present themselves when people come looking for a pet to adopt. This, in turn, helps animals find good homes. You will need to attend our Volunteer Orientation which will be a basic training session on safe animal handling procedures before you begin your volunteer hours. **If you are under the age of 16, you must be accompanied by an adult at all times during your volunteer hours.** A strict ratio of one adult to every two minors will be enforced. Volunteers must be at least 10 years of age. There will be no exceptions to this rule.

Following Completion of training, you are welcome to visit the shelter to work with the animals anytime during our regular business hours. Volunteers work under the guidance of the Shelter Manager, or the senior staff member on duty. A member of the shelter staff will always be available to assist you should a question or concern arise. **You must pre-schedule your volunteer hours and you must attend a Volunteer Orientation.**

### **Frequently Asked Questions:**

#### **Will I be able to show animals to prospective adopters?**

Yes, as soon as you feel comfortable doing so. Your enthusiasm about the animal can “rub off” on the interested adopters and help them to make their decision. We follow strict rules about showing animals:

- ALWAYS be truthful.
- NEVER be afraid to say, “I don’t know.”

#### **Can I bring home diseases or infections to my pets?**

We encourage all volunteers to keep their own pets up to date on vaccination. Using common sense “infection control,” such as washing your hands thoroughly with antibacterial soap and water, or using hand sanitizer, at the Shelter after handling each animal and before you go home, will help protect you and the animals. Wearing old clothes and removing them on your return home gives an added protection.

#### **Will I get bitten or scratched?**

There is always the chance, when working with animals, that a scratch or bite may occur. Following our routine procedures for safe handling of animals will help to minimize this possibility. We strongly suggest that you only work with animals you feel completely comfortable with. Do not feel that you have to take every dog outside.

#### **Must I commit to a minimum number of monthly hours to be eligible to volunteer at the Shelter?**

Yes – every volunteer is asked to commit to 8 hours minimum every month.

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Date: \_\_\_\_\_

## ***Shelter Volunteer Application***

**Please complete all of the following sections:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Age & Date of Birth (if under 18 years of age): \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

Are you affiliated with any animal related organizations? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes, Please indicate the organization below:

Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

How long have you been affiliated with this organization? \_\_\_\_\_

Occupation:

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

In case of an Emergency, whom should we contact?

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

How is this person related to you? \_\_\_\_\_

In general, what are the best days and times that you can volunteer? **Sunday** 8am – 12pm

**Monday** 8am – 12pm  1pm – 5pm

**Tuesday** 8am – 12pm  1pm – 5pm

**Wednesday** 8am – 12pm  1pm – 5pm

**Thursday** 8am – 12pm  1pm – 5pm

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Friday 8am – 12pm  1pm – 5pm

Saturday 8am – 12pm  1pm – 5pm

Have you ever adopted an animal from our shelter? Yes: \_\_\_\_\_ No: \_\_\_\_\_

What kind of animal? \_\_\_\_\_

When? \_\_\_\_\_

Do you still have this animal? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Please check the following activities that interest you most:

\_\_\_\_\_ Canine Tidy Team 8:00am – 10:00am Monday thru Saturday

\_\_\_\_\_ Feline Tidy Team 8:00am – 10:00am Monday thru Saturday

\_\_\_\_\_ Matchmakers

\_\_\_\_\_ Digital Photography/Graphic Design

\_\_\_\_\_ Carpentry or maintenance work – includes painting

\_\_\_\_\_ Dog Walking/Canine Reserves

\_\_\_\_\_ Dog Washing

\_\_\_\_\_ Cat Cuddlers

\_\_\_\_\_ Maintaining the Shelter grounds and Pet Cemetery (future)

\_\_\_\_\_ Foster Care – Dogs and/or Cats

\_\_\_\_\_ Marketing/Fundraising

\_\_\_\_\_ Pet Therapy (Animals to Nursing Homes)

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Briefly describe any experience you have had in handling animals. (Include any information that will help to indicate your interest and experience with animals. For example: what pets, if any, do you have at home? Have you raised animals for 4-H or another service project? Trained animals professionally or as a hobby?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## The following statements are a release of liability to the

Dorothy H. O'Connor Pet Adoption Center:

1. All Volunteer Applications must be approved by the shelter manager before their service may begin.
2. All Volunteers of the Dorothy H. O'Connor Pet Adoption Center are representatives of the organization and must adhere to all the guidelines that have been presented to you.
3. The Dorothy H. O'Connor Pet Adoption Center is not liable for any damage or theft to Volunteer's property; Personal property is the sole responsibility of the person to whom it belongs.
4. The Dorothy H. O'Connor Pet Adoption Center is not liable for any personal injury, and or illness to Volunteers, Volunteer's family, or anyone that may be accompanying them during their volunteer time.
5. The Dorothy H. O'Connor Pet Adoption Center reserves the right to deny anyone at anytime the right to volunteer for any reason.
6. Any expenses incurred while Volunteering is considered a donation and will not be reimbursed. Any reimbursable costs must always be approved by the Shelter Manager before the expense has been incurred.

I agree to hold the Shelter harmless for any injurious act the animal(s) may commit. I have read and understand the Animal Shelter rules and procedures, and I agree to abide by these rules and follow the procedures in which I have been instructed. I understand that any volunteer who violates the rules may be asked to leave.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Junior Volunteer Consent

(Under the age of 18 - You must have parental consent to volunteer. Under the age of 16 - You must be accompanied by an adult at all times during your volunteer hours.) To be filled out by your parent/guardian.

My son/daughter, \_\_\_\_\_, has my permission to participate in the Dorothy H. O'Connor Pet Adoption Center volunteer program under the direction of the Adoption Center staff. I understand that my son/daughter will be expected to abide by the rules and regulations, general guidelines, and responsibilities of the program.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

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## FOR OFFICE USE ONLY

Manager's Review:      Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Training Session Attended:      Title: \_\_\_\_\_ Date: \_\_\_\_\_