



Tri-County Humane Society

Central Minnesota's Independent, non-profit animal shelter

735 8th St. NE PO Box 701

St. Cloud, MN 56302

Phone: (320) 252-0896 Fax: (320) 252-1325

E-mail: volunteer_tchs@hotmail.com

www.tricountyhumanesociety.org

Dear Friends of Animals,

Updated: October 2008

Thank you for your interest in becoming a volunteer for the Tri-County Humane Society. We offer a variety of volunteer opportunities. A majority of our volunteers work at the shelter caring for our four-legged friends. Duties of the shelter volunteers include customer service, keeping cages and kennels clean, bathing and brushing animals, walking dogs, socializing animals, and a variety of seasonal projects. Cleaning also involves digging into the dirty laundry, messy litter pans, and sloppy dishes. It is not always fun, but we all appreciate it, especially the animals.

The usual shift is 2 hours-once a week, although you can always put in more hours if you want! It is helpful if the time slot you choose remains the same every week, although we do allow volunteers to come in on different days if your schedule does not allow consistency.

Our volunteer programs include other opportunities working with the support services of the Tri-County Humane Society. We have volunteers who help with fundraisers, public relations, off site adoptions, and dog and puppy obedience classes. Volunteers also take animals to visit area senior care facilities, schools, child care centers, and give tours of the shelter to various groups that are interested. Some of our volunteers work on the same event every year, and some are involved with many activities all year around. If you would like to volunteer from home we have the Foster Care Program, which may be of interest. The degree of involvement is up to you. You will find in the application a variety of programs to meet your area of interest.

Our volunteers do not get paid- not because they are worthless, but because they are priceless! Volunteers are amazing people and we would not be able to make our program successful without their participation. We really look forward to welcoming you in.

Sincerely,

*Marit Ortega
Volunteer/Education Coordinator*



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Volunteer Application

Date: ___/___/___
Name: _____
Address: _____
Phone Number: (____) _____ - _____
E-mail Address: _____
Fax Number: (____) _____ - _____
Employer/Occupation: _____
School: _____ Grade Level: _____
Emergency Contact: _____ Home # _____ Work# _____

How did you hear about the volunteer opportunities at the Tri-County Humane Society? Newspaper Radio TCHS Newsletter Website Other _____

Age Requirement and References:

Birthdate: Month _____ Day _____
Must be 10 years of age to volunteer alongside a parent.
Must be at least 14 years of age to volunteer alone.
Applicants between ages 14-18 must provide 2 letters of reference from two non-relatives.

Area of Interest:

<u>Fundraising</u>
<u>Event planner</u>
<ul style="list-style-type: none">• Time commitment varies. Larger events are in the planning stages 4-6 months prior to the event, while others may take only 1-2 months to organize.• Put your creative and organizational skills to work by serving on the planning committee for one of our annual events such as the Companion Walk, Holiday Gift Wrapping, Wine, Kibbles & Bids, etc. The committees create the publicity, contact event sponsors, schedule places, people, etc.
<u>Event Worker</u>
<ul style="list-style-type: none">• Time commitment varies according to the event.• Volunteers help at shelter events by distributing TCHS literature, registering participants, selling merchandise and, if willing and able, helping with set-up and tear-down.

Membership/Newsletter Mailings

- Mailings are done approximately seven times a year.
- Duties include preparing literature for bulk mailing.

Building/Grounds Maintenance and Gardening

- Time commitment is flexible.
- Volunteers keep the shelter building and grounds well-groomed.

Off-Site/Mobile Adoptions

- Off-Site adoptions take place every weekend; minimum time commitment of once a month.
- Volunteers take animals to local area locations for adoption (e.g. Petsmart and Petco).
- Must be 18 years of age, have your own vehicle, driver's license and proof of insurance.

Education

Shelter Tours

- Each tour lasts 45 minutes to 1 hour. Tours are conducted as scheduled.
- Volunteer conducts a group tour of the shelter, discusses history, mission, shelter procedures, and answers questions.

School Visits

- Each visit lasts about 1 hour. Visits are conducted as scheduled.
- Volunteer gives talks that encourage awareness, understanding, and the practice of humane principles. Must be able to work with a variety of age groups and levels. Experience working with children and animals preferred.

Senior Care Facility Visits

- Visits are once a month. (More if volunteer desires.)
- Volunteer takes an animal to a care center for an approximate 1 hour visit.

Animal Care

Shelter animal care

- 2 hour shift once a week (preferably the same time slot each week).
- Volunteers provide a clean, inviting environment for the animals and the public, and customer service for visitors and potential adopters. Other tasks include exercising, socializing, bathing, and grooming shelter animals to increase their chances for adoption.

Professional Groomers

- When the need arises.
- Volunteers give shelter animals baths and perform basic grooming.

Animal Transporter

- When the need arises.
- Volunteers transport animals from the shelter to local veterinary clinics or to the MN School of Business.
- Volunteers are also needed to transport animals to the University of MN in St. Paul on Mondays and Fridays (when the need arises as spays and neuters are scheduled.)
- Must be 18 years or older, have your own vehicle, driver's license, and proof of insurance.

At-Home Foster Care of Animals

- Time commitment varies from 1 week to 4 months depending on the animal’s needs.
- There is a separate Foster Care Application for all volunteers interested in doing foster care for shelter animals. For details, contact the foster care coordinator at the shelter.

Animals in Disaster Volunteer

- Time commitment will vary depending upon the severity of the disaster. Volunteers will assist at our shelter (or at a temporary shelter) with animal documentation, transportation, animal care, and clean-up. Foster homes for animals may be needed, if families are unable to return to their homes.
- Disaster volunteers must be 18 years of age.

Animal Photographer

- 1-3 hour shift once a week, preferably on the same day each week.
- Volunteer photographs and loads photos of shelter animals available for adoption to our website, www.tricountyhumanesociety.org.

Have you done volunteer work before? If yes, what? _____

Do you have any special needs requiring accommodation? _____

Have you ever been convicted of a crime? (not including minor traffic violations)
Yes No If yes, please explain _____

(Existence of a criminal record is not an automatic disqualification.)

If you are planning on volunteering for any item that may require transportation of people or animals for shelter business we require that you have a valid driver’s license and current vehicle insurance under the state laws.

Please provide your drivers license number: _____

Insurance Company: _____

PolicyNumber: _____

Applicant’s signature _____ Date / /

Parent/Guardian signature (if applicant is under 18) _____

Date / /

Volunteers are essential to everything we do. Wherever your talents lie, TCHS welcomes your involvement!