



Lanark Animal Welfare Society

General Volunteer Application

NOTE: For insurance and safety reasons, all volunteers **MUST** be at least 16 years of age.

Instructions

Complete the Personal Information section, Check off the positions you are applying for, Sign the Volunteer Agreement & Waiver and Return your application to LAWS using any of the following options;

- 1.) **Mail** to: LAWS, PO Box 156 Smiths Falls, ON K7A 4T1
- 2.) **FAX** to: 613-283-0982
- 3.) **Drop off** in person at 253 Glenview Rd, Smiths Falls, Ontario, K7A 4S4
- 4.) **Scan and email to** : shelter@lanarkanimals.ca

5.) **Submit Online** by clicking the **Email Application to LAWS** button on **Page 3 of this Application**. When you click this button, a new message will be created using your default email client. The new message should automatically pre-fill the recipient, shelter@lanarkanimals.ca, and your application details will be attached.

PERSONAL INFORMATION			
First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>	City	<input type="text"/>
		Postal Code	<input type="text"/>
Phone(h)	<input type="text"/>	Phone (c)	<input type="text"/>
		Phone(w)	<input type="text"/>
Email	<i>*Required* event communications, schedules and updates are sent via email</i> <input type="text"/>		
Emergency Contact Name	<input type="text"/>	Emergency Contact Number	<input type="text"/>
Employer's Name	<input type="text"/>	Employer's Phone Number	<input type="text"/>
<i>Note: We do not accept volunteers for court ordered hours.</i>			
Are you volunteering for a required number of school hours? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="text"/> Hours needed			
School or Organization: <input type="text"/>			
Contact Name	<input type="text"/>	Contact Number	<input type="text"/>
List any previous volunteer experience, education, skills or abilities that would be helpful to your volunteer work at LAWS <input type="text"/>			

GENERAL VOLUNTEER POSITIONS: *Please check off any positions you wish to volunteer for.*

	Type	Responsibilities	Availability	Requirements
<input type="checkbox"/>	Fundraising Events	Set up, work day of event(s), tear down, clean up	On-call for specific events for assigned shift or duty	Reliability Good team and people skills
<input type="checkbox"/>	Event Planning	Help to plan and organize events	As needed - Member of Event Planning Team	Marketing and media skills, public relations, creativity
<input type="checkbox"/>	Craft making	Making pet theme crafts for selling or raffling at events	Work from home or set up your own craft-making group	May set up table at LAWS events and/or drop off crafts to event organizer
<input type="checkbox"/>	Baking	Baked goods for various events	On-call for specific events; work from home and/or setup your own baking group	May set up table at LAWS events and/or drop off goods to event organizer
<input type="checkbox"/>	Education and Public Awareness	Help teaching educational programs promoting awareness of and kindness to animals	As needed - Member of Event Booth Team	Criminal check is required - Work in a creative team - Comfortable public speaking
<input type="checkbox"/>	Office help	From home; phone calls, writing thank you or sympathy cards, membership renewals. In shelter; filing/organizing and greeting/assisting visitors	On-call as needed or set deadline	Confidentiality agreement required. Customer service skills
<input type="checkbox"/>	Driver	Picking up donations/supplies and/or delivering wildlife to authorized centre	On-call as needed	Valid Driver's license
<input type="checkbox"/>	On-site Maintenance	Lawn care, gardening, snow removal, facility upkeep, painting etc	On-call as needed or seasonal	Reliability
<input type="checkbox"/>	Please identify any other ways you would like to help			
<input type="checkbox"/>				

Events and Fundraisers are held mostly on weekends although some events may be held weekdays or evenings. The majority of events are held in the following areas: Merrickville, Smiths Falls, Almonte, Perth and Carleton Place. Tasks range from helping to plan an event, organizing, sorting, pricing, setting up booth/tent, work during the event, tear down & clean up after an event, poster distribution, phone follow-up, or manning the LAWS Information table. *Note: There may be animals at some events.*

VOLUNTEER AVAILABILITY: *Please identify availability (AM/PM, location(s) and additional information)*

Day	Availability	Location	Additional Information
Monday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="text"/>	<input type="text"/>
Tuesday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="text"/>	<input type="text"/>
Wednesday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="text"/>	<input type="text"/>
Thursday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="text"/>	<input type="text"/>
Friday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="text"/>	<input type="text"/>
Saturday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="text"/>	<input type="text"/>
Sunday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="text"/>	<input type="text"/>

Agreement and Waiver of Liability

I certify that the information given is true and correct. I understand that any falsification may result in denial of this application or termination of my volunteer status.

I understand volunteers must be at least 16 years of age and I am.

I agree to carry out my volunteer duties promptly, reliably and safely.

I agree to follow the policies, procedures and regulations of LAWS and follow the instruction of shelter staff, event organizer(s), and management team.

I understand and agree that failure to comply with any of the volunteer obligations or for any reason whatsoever, while performing my volunteer services, LAWS may terminate my volunteer status.

I acknowledge that all services I provide are strictly on a volunteer basis, without any remuneration and without liability of any nature on behalf of the Lanark Animal Welfare Society. I acknowledge that all services are provided at my own risk.

I recognize that in performing duties as a volunteer, there exists a risk of injury; including physical harm caused by animals. On behalf of myself, my heirs, personal representatives, and executors, I hereby release, discharge, indemnify, and do not hold accountable, the Lanark Animal Welfare Society, its officers, employees or agents from any and all liability including claims, causes of action, or demands of any nature or kind, costs and fees, based on losses, damages or injuries which may be incurred or sustained by me during volunteer work and all the consequences thereof. This includes but is not limited to animal bites, accidents or other injuries.

I consent to a police background check.

***NOTE:** If submitting form electronically, you must enter your name in the appropriate name and signature field(s). By doing so you agree this will be your binding signature for this application.*

Applicant Name: _____ Date: _____

Applicant Signature: _____

If under 18 years age, a parent/guardian **must complete the following consent:**

I, _____, give my consent for this application.

Date: _____ Parent/Guardian Signature: _____

Print Application

Email Application To LAWS