



Lanark Animal Welfare Society

Animal Assistant Volunteer Application

Thank you for your interest in volunteering with LAWS.

We are currently seeking:

1. Long-term **Regular** volunteers who can commit from 2-3 hours per week long-term (6 -12 months) same day/same time each week OR
2. **Student** volunteers who wish to earn their required 40 hour high school graduation hours.

We cannot currently accept bi-weekly, drop-in or varying schedule volunteers.

*****Please note:** All volunteers must be capable of working around the animals safely and independently***

Instructions

Please complete the Personal Information, check off the positions you are applying for, sign the Volunteer Agreement & Waiver and return the completed signed application.

Mail to: L.A.W.S. PO Box 156 Smiths Falls, ON K7A 4T1
 FAX to: 613-283-0982 or Drop off: shelter 253 Glenview Rd
 Or scan and email to: shelter@lanarkanimals.ca

PERSONAL INFORMATION

First Name		Last Name	
Address			
		City	Postal Code
Phone(h)	Phone(c)		Phone(w)
Email <small>(*required - communications, schedules, volunteer updates & volunteer manuals are sent by email)</small>			
Employer		Occupation	
Emergency Contact & Number			
For insurance and safety reasons, all volunteers at the shelter MUST be at least 16 years of Age; must be 18 to be a Dog Socializer or Walker. Age: <input type="checkbox"/> 16 – 17 <input type="checkbox"/> over 18			
Have you had a tetanus booster within 10 years? (*Required) <input type="checkbox"/> No <input type="checkbox"/> Yes Date:			
Have you had pre-exposure rabies vaccine? (Not required) <input type="checkbox"/> No <input type="checkbox"/> Yes Date:			
Do you have any allergies, health or other issues which might prevent you from working comfortably and safely around animals? <input type="checkbox"/> No <input type="checkbox"/> Yes List:			
If you have pets are they spayed/neutered? <input type="checkbox"/> No <input type="checkbox"/> Yes List type of animals and vaccine year:			

Have you ever been investigated and/or had animals removed from your possession, by the Ontario Society for the Prevention of Cruelty to Animals? ___ No ___ Yes If yes, you will be contacted.
What are your hobbies and interests?
*** All volunteers must be capable of working safely around the animals. An individual assessment may be required. *** If you will be accompanied by a worker/supervisor - Organization: Worker's Name: _____ Worker's Phone: _____ If you will be accompanying a volunteer as their worker/supervisor – Organization: Organization's Phone: _____
(Note: we do not accept volunteers for court ordered hours) Are you volunteering for a required number of school hours? ___ No ___ Yes Hours needed _____ Contact person's name: _____ Phone #: _____ School or Organization: _____
List (use back of form if necessary) your previous volunteer experience, education, skills or abilities that would be helpful to your volunteer work at LAWS.
List your availability for volunteering shifts. (specific days and whether mornings and/or afternoons) Complete the <i>positions applying for</i> section on the next page. Mon ___ 8-11 a.m. or ___ 1-4 p.m. Thu ___ 8-11 a.m. or ___ 1-4 p.m. Tue ___ 8-11 a.m. or ___ 1-4 p.m. Fri ___ 8-11 a.m. or ___ 1-4 p.m. Sun ___ 8-11 a.m. or ___ 1-4 p.m. Wed ___ 8-11 a.m. or ___ 1-4 p.m. Sat ___ 8-11 a.m. or ___ 1-4 p.m.

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 (18 for certain positions) and have not applied for a position that I do not qualify for. ___ I agree to be present for my scheduled shifts and to carry out my duties promptly, reliably and safely. ___ I agree to follow the policies, procedures and regulations of L.A.W.S. and follow the instruction of shelter employees. ___ I acknowledge that I must have a Tetanus vaccination within the last 10 years and will keep my pets vaccinations up to date. ___ 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 handling animals and 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.

Print Name _____

Signature _____ Date _____

If under 18 years old:

1. Name of parent/guardian _____

Signature _____ Date _____

Animal Assistant Positions & Descriptions

All Volunteer Shifts are scheduled once a week, same day and same time each week. We cannot currently accept bi-weekly, drop-in or varying schedule volunteers.

Students: We cannot accept 40 hour students as dog socializers or dog walkers due to the required dog training classes and/or age requirement. Students may apply to be morning dog kennel cleaning help or morning/afternoon cat assistants though.

If fewer than 30 school hours are required, we cannot accept you to work in-shelter with the animals. We do not sign off on a school form for less than 30 hours as an In-Shelter volunteer. Instead, please check off Student Fundraiser, to help at fundraising events, at the bottom of this page. You may collect as many hours, or as few hours as needed, over the school year helping out at Fundraising Events. (including during school breaks)

Please check off below any position(s) you wish to be considered for. Students earning their school credit please check off **ONLY** those positions designated as a **STUDENT** position.

If you wish to work with either dogs or with cats do you have a preference? **DOG** **CAT** **NO Preference**
We will try to accommodate your preference though you will be considered for all positions you check off below.

Check Mark	Animal Assistant Position	Description
	A.M. Cat Assistant Student or Regular - scheduled 8am - 11am shift once a week	Must be reliable and at least 16 years old a.m. - Cleaning cat cages & rooms, dishes, floors, garbage
	P.M. Cat Assistant Student or Regular - scheduled 1pm - 4pm shift once a week	Must be reliable and at least 16 years old p.m. - tidying cat cages/rooms, laundry, socializing
	A.M. Dog Kennel Assistant Student or Regular - a.m. kennel cleaning shift once a week starting ½ hour after kennel area daily opening	Must be reliable and at least 16 years old a.m. - assisting staff to clean kennels, laundry, dishes and perform tasks in dog department not involving direct interaction with the dogs.
<input type="radio"/>	Dog Socializer Regular (no 40 hour students permitted to apply) -Must be at least 18+ years old -long term commitment required -be comfortable around large breed dogs -complete the offered Level 1-2 dog course	Completion of Level 1-2 dog classes required before starting volunteering. -interact with dogs in their indoor/outdoor kennels to help make the dogs more adoptable - grooming, greeting training, counter conditioning, body checks and participate in supervised dog play groups
<input type="radio"/>	A.M. Any 2 hours (or more) between 8am – 12pm	- may do anything in the dog department not involving taking dogs out of the kennels or play yard
<input type="radio"/>	P.M. Any 2 hours (or more) between 1pm – 5pm or dusk whichever is earlier	
<input type="radio"/>	Dog Handler/Trainer/Walker Regular (no 40 hour students permitted to apply) -Must be at least 18+ years old -long term commitment required -be comfortable around large breed dogs -complete all courses offered Level 1-2 and Level 3-4	Completion of Level 1-2 & Level 3-4 dog classes required - basic obedience training; off-leash play groups; walk dogs -may also perform any socializer or kennel tasks if desired -may take one-on-one training to handle dogs identified as “do not handle” or “requiring specific handling training”
<input type="radio"/>	A.M. Any 2 hours (or more) between 8am – 12pm	
<input type="radio"/>	P.M. Any 2 hours (or more) between 1pm – 5pm or dusk whichever is earlier	
<input type="radio"/>	Fundraiser Help Student or Regular Please also add me to the Fundraising help email list	- on-call for specific events for an assigned shift or duty or help to plan, organize, set up, tear down or work at the event -must be reliable

Your completed application will be reviewed by our volunteer coordinator. Volunteers whose interests, skills and availability fit our needs and available openings will be contacted by email to arrange an interview. Those successful potential volunteers will then be invited to attend a required Orientation session. All applications will be kept on file for 3 months.