



Adult Volunteer Application

Name: Last _____ First _____ M.I. _____

Street Address _____ Email Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Date of Birth _____ Pets in your household, if any _____

Occupation _____ Employer _____

Emergency Contact (Name and Phone) _____

Personal References (non-relative)

1) _____
(Name) (Phone)

2) _____
(Name) (Phone)

Do you have any physical or medical limitations which may limit your participation as a volunteer?

Do you have your own transportation? _____
Do you have an insured truck or van? _____

Why do you want to become an FVHA volunteer? _____

List any additional information or concerns: _____

I understand that the Fox Valley Humane Association requires the assistance of volunteers in conducting its various programs. It is my desire to further the work of the Association by performing services as a volunteer. I agree to perform these services without compensation, and in performing my services, I acknowledge that I am not acting as an employee of the Association. I will not hold the Association liable for any personal or property damage I may incur while performing volunteer services. I agree to conform to the Association's policies and procedures while volunteering. I agree to hold all information shared with me while volunteering at FVHA in strict confidence. **FVHA cannot sign off on court-ordered community service.**

Volunteer's Signature _____
(see reverse for more information)

N115 Two Mile Road, Appleton, WI 54914
920-733-1717 ext 104 • Fax 920-733-5347
www.foxvalleypets.org • volunteers@foxvalleypets.org

You must contact the shelter to RSVP for a required volunteer orientation

Mission Statement

Caring for the Fox Valley's animals - and their people

Age Requirements

Volunteers must be 18 years old to participate in onsite adult volunteer programs. Participation in fundraising events may be open to younger volunteers who team with a parent. The Junior Volunteer program is open to those 13-17 years old.

Special Events/Fundraising

Don't forget – proceeds benefit shelter animals!

- Fundraising** – Assist with selling raffle tickets, soliciting door prizes, event sponsorships, etc.
- Miscellaneous** - Volunteers may be needed to pick up donated items, distribute posters or any other number of tasks as needed.
- Animal Banks** – Emptying banks at various Fox Valley locations and depositing donated money at Community First Credit Union.

Outreach

- Set up booths at retailers or public events, hand out education and special event materials, etc.
- Pet Stop** - Work with our dog behavior specialist and our canine ambassadors to help raise money and inform people of the shelter's responsibilities on weekends at our store in the Fox River Mall.

Please return your completed application to:

**Volunteer Coordinator
Fox Valley Humane Association
N115 Two Mile Road
Appleton, WI 54914
Fax: 920-733-5347
Email: volunteers@foxvalleypets.org**

Shelter Operations

Dishes and Laundry

- Wash animal food dishes and bedding. Shifts are 9 a.m. – 12 p.m. and 12 – 3 p.m. daily.

Garden Club

- Work on our grounds weeding, planting, watering, trail maintenance, pruning, etc.

Dog Walking

- Dog-knowledgeable volunteers have the opportunity to walk and socialize dogs. Additional training and 10 volunteer hours logged in other volunteer areas is necessary before you are eligible to participate. Dog walking shifts are available in one-hour increments Monday through Saturday.

Deck Hands

- Assist potential adopters by answering questions and moving potential adopters and pets into Get Acquainted rooms. This is available during our open viewing times, requires additional training and 25 hours logged in other volunteering areas.

General Cleaning

- Polishing up the shelter. Windows, bathrooms, walls, sweep, vacuum, mop, dust, etc.

Cat Cleaning

- Cleaning the cat adoption room cages: changing bedding, feeding & changing water, and other cleaning tasks. Shifts are 9 a.m. to noon daily.

Critter Cleaning

- Cleaning the critter room cages: changing bedding, feeding & changing water, and other cleaning tasks. Shifts are 9 a.m. to noon daily.

Front Desk Greeter

- Assist in the directing of traffic entering the shelter and providing a positive and pleasant atmosphere to all guests during our open viewing times.

Cat Socialization

- Volunteers work one-on-one with adoptable cats to enrich their lives while at FVHA. Must meet with volunteer coordinator to discuss socialization policy.

Fostering

- At-home care for young kittens, nursing mothers with litters, and other animals with

Volunteer Insurance Waiver

I understand that the Fox Valley Humane Association requires the assistance of volunteers in conducting its various programs. It is my desire to further the work of the Association by performing services as a volunteer. I undertake to perform these services without compensation, and in performing my services, I acknowledge that I am not acting as an employee of the Association. I will not hold the Association liable for any personal or property damage I may incur while performing volunteer services. I agree to conform to the Association's policies and procedures while volunteering. I agree to hold all information shared with me while volunteering at FVHA in strict confidence.

CONFIDENTIALITY AGREEMENT

This confidentiality agreement is required for the protection of Fox Valley Humane Association (FVHA) and in recognition that employees/volunteers/board members of FVHA may either acquire or observe documents, or overhear conversation, or information that is private and confidential in nature.

Accordingly the undersigned employee/volunteer/board member agrees that if he or she comes into possession of either written or oral information of any kind about FVHA, its employees/volunteers/board members, or clients as the result of employment/volunteer/board work with FVHA, the undersigned agrees to keep all such information confidential and not disclose or publish this information to any person unless expressly permitted in writing by FVHA Executive Director or President of the Board of Directors.

It is acknowledged that this Agreement is not only for the protection of FVHA and its clients regarding their confidential information but the Agreement is also a reminder to the undersigned that inappropriate disclosure of such confidential information by the undersigned could expose the undersigned to liability or claims if the disclosure of such information cause either monetary damage or other irreparable harm to FVHA or its clients.

Volunteer's Name

Parent/Guardian's Name
(If volunteer is 13-17 years old)

Volunteer's Signature _____

Parent/Guardian Signature _____ Date _____
(If volunteer is 13-17)