

Northwoods Humane Society  
P.O. Box 82 Hayward, WI 54843  
715/634-5394

**ADULT VOLUNTEER APPLICATION & AGREEMENT**

**Thank you for considering a volunteer position with NHS. As a non-profit organization, we rely almost entirely on volunteer help to run our Shelter and staff our Thrift Store and fundraising events. NHS strives to provide high quality service that only happens through the support of TRAINED volunteers. Because it takes time and resources to train volunteers, NHS expects each volunteer to donate a minimum of two hours per week for six weeks or more (some exceptions on some positions).**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ BIRTHDAY (Mo/Day) \_\_\_\_\_

EDUCATION: Highest grade completed \_\_\_ Grade School \_\_\_ High School \_\_\_ College \_\_\_ Other \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_ How Long \_\_\_\_\_ Position \_\_\_\_\_

What previous experience do you have working with animals or in retail operations, fundraising or marketing?  
\_\_\_\_\_

List any special skills (i.e., accounting, writing, artist, computer, etc.) \_\_\_\_\_

**AREAS OF INTEREST AND HOURS NEEDED (check all that apply)**

(Shelter Hours Monday-Saturday 7:30am to 3:00 pm; Thrift Store Hours Monday-Saturday 9:00am to 5:00pm, Sunday 11:00 am to 3:00 pm)

<input type="checkbox"/> Cat Kennel Cleaning 7:30-10 am	<input type="checkbox"/> Cat Socialization 11 am–3 pm	<input type="checkbox"/> Data Entry as needed
<input type="checkbox"/> Dog Kennel Cleaning 8-10 am	<input type="checkbox"/> Dog Socialization 11 am-3 pm	<input type="checkbox"/> Dog Walking 11 am-2:30 PM
<input type="checkbox"/> Facilities Care (Store during regular hours, Shelter 8 am–3 pm)	<input type="checkbox"/> Foster Care as needed	<input type="checkbox"/> Fundraising by event schedule
<input type="checkbox"/> Grooming/Bathing as needed	<input type="checkbox"/> Laundry at Shelter 9 am-noon	<input type="checkbox"/> Office / Reception 11 am–3 pm
<input type="checkbox"/> Pet Therapy as needed	<input type="checkbox"/> Pet Obedience as needed	<input type="checkbox"/> Thrift Store Cashier am/pm shifts
<input type="checkbox"/> Thrift Store Cleaning as needed	<input type="checkbox"/> Thrift Store Library Fri am	<input type="checkbox"/> Thrift Store Sorting/Pricing Tues/Thurs or as needed
<input type="checkbox"/> Transporting Animals as needed	<input type="checkbox"/> Yard Care at Shelter 8 am – 3 pm	<input type="checkbox"/> Other (specify _____)

Thrift Store Donations are always welcome! We accept gently used boutique-type clothing, jewelry and shoes, small appliances and furniture, books, housewares, art, décor, collectibles and gift items.

**AVAILABILITY**

Based on the interests you indicated above, what days and hours are you available?

MONDAY AM \_\_\_\_\_ PM \_\_\_\_\_

TUESDAY AM \_\_\_\_\_ PM \_\_\_\_\_

WEDNESDAY AM \_\_\_\_\_ PM \_\_\_\_\_

THURSDAY AM \_\_\_\_\_ PM \_\_\_\_\_

FRIDAY AM \_\_\_\_\_ PM \_\_\_\_\_

SATURDAY AM \_\_\_\_\_ PM \_\_\_\_\_

SUNDAY AM \_\_\_\_\_ PM \_\_\_\_\_

ON CALL WEEKDAYS (WHICH DAYS?) \_\_\_\_\_ WEEKENDS \_\_\_\_\_

SEASONAL WHAT MONTHS? \_\_\_\_\_

## ETHICS AND BEHAVIOR

As a volunteer, you agree to:

- Keep information concerning NHS, its clients, employees, procedures, suppliers and animals confidential, in accordance with Wisconsin State privacy laws.
- Allow us to conduct a background and references check.
- Conduct yourself (on and off the job) in a way that reflects favorably on you and NHS.
- Not make derogatory remarks about or engage in negative behavior with clients, other volunteers or staff members.
- Dress appropriately for the work: Good walking shoes are highly recommended. Pull long hair back and avoid long necklaces or dangling jewelry.
- Limit your use of electronic devices while working.
- **GIVE SAFETY NUMBER ONE PRIORITY.** If an incident occurs, no matter how minor, IMMEDIATELY REPORT IT TO A STAFF MEMBER.
- Observe Wisconsin State no smoking laws. All NHS buildings are smoke free.
- Obtain prior authorization before bringing in family members, friends or pets during volunteer shifts.
- NHS Resignation policy: If you are no longer able or willing to volunteer, please notify a Shelter staff member, the Thrift Store manager or Fundraising Event coordinator. Advance notice is appreciated to ensure continuity of service to animals and customers.
- NHS Termination policy: Reasons include criminal acts, repeated no-shows for volunteer shifts, mistreatment of animals, inability to take direction or work in cooperation with others or any other inappropriate behavior not corrected after the intervention of Shelter or Thrift Store management.

### **NORTHWOODS HUMANE SOCIETY WAIVER OF LIABILITY**

In consideration of NHS accepting my application for participation in NHS programs, I agree to release and hold harmless NHS from and against any and all loss, damage, claims, liability, costs, and expenses, of any nature whatsoever, including without limitation attorney's fees and disbursements arising from or occasioned by my participation in NHS programs. I understand if an accident or injury should occur, no matter how minor, that I will report the incident and seek any necessary medical attention utilizing my own medical insurance. I understand that there are certain risks inherent in handling animals or working with the public and I accept those risks.

I agree that NHS may photograph my participation in any program and I hereby release any such photographs to NHS for use in its programs, publications and purposes.

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Signature

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Date