



N6217 Busse Drive ~ PO Box 86 ~ Green Lake, WI 54941 ~ 920-294-3042 ~ www.glaas.org ~ DATCP License # 268441-DS

VOLUNTEER APPLICATION

Welcome!

The Green Lake Animal Shelter (GLAAS) is excited to have you as a volunteer. Your contributions are a great asset to our organization, our staff, and the animals.

Our Mission:

With customer service as a primary focus, the Green Lake Area Animal Shelter seeks to enhance the lives of animals and people through education, compassion and adoption.

Application Process:

To be a GLAAS volunteer you must meet the following guidelines:

- ❖ Be 18 years of age or older, or be accompanied in all volunteer activities by a parent or legal guardian.
- ❖ Be a GLAAS member. Individual and family memberships are \$25 for the calendar year. Exceptions may be made at the discretion of the Shelter Manager.
- ❖ Complete a volunteer application and be approved for mandatory training.
- ❖ Contact GLAAS at 920-294-3042 and ask to speak to the Volunteer Coordinator to set up your training time.
- ❖ Participate in training and demonstrate that you can perform tasks utilizing the knowledge and skills learned.
- ❖ After orientation and training, set up a schedule with the Shelter Manager or Volunteer Coordinator and be committed to fulfilling this responsibility.

Expectations:

It is the expectation of GLAAS that our volunteers:

- ❖ Uphold the GLAAS mission
- ❖ Demonstrate compassion toward the animals and respect toward GLAAS staff and guests.
- ❖ Dress appropriately and safely for the shelter environment, including a neat appearance and non-slip shoes.
- ❖ Be able to work independently and use resources in an efficient manner.
- ❖ Fulfill all scheduled commitments, or provide a minimum of 24 hours notice when unable to meet your commitments.
- ❖ Maintain confidentiality of shelter records and information, and do not speak on behalf of GLAAS for any reason.
- ❖ Be free from the influence of drugs and alcohol while on GLAAS property and while representing the organization at offsite events.

Healthy and Safe Environment:

Protection for the animals and people is of the utmost importance. It is critical that you wash your hands between the handling of different animals and when finished with specific tasks. Report any animal health concerns or conditions to GLAAS staff immediately.

Potential Danger:

GLAAS volunteers will not be asked to put themselves in potential or harmful situations (e.g., dealing with vicious animals or angry people). If at any time the volunteer feels uncomfortable or threatened, he or she must cease the activity and report it to the staff immediately for assistance.

Practice Safety:

GLAAS volunteers do not have coverage under Workers' Compensation in the state of Wisconsin. The costs of medical care for injuries sustained while volunteering are the responsibility of the volunteer.

If bitten or scratched, immediately contact staff and wash area with warm, soapy water. Complete an Injury Report.

Depending on the severity of the injury, you may need to see a physician. If these risks concern a Volunteer Applicant they may wish to volunteer in indirect support activities (Fund Raising, Customer Service, Office Activities or Site activities).

Code of Ethics

In the interest of the welfare of all animals of all kinds, and in the interest and promotion of the Green Lake Area Animal Shelter, we set forth this code of ethics:

No member shall participate in the wholesale selling of animals to such places as pet stores, brokers, or any less than reputable source of distribution. Members shall not participate in the offering of animals as prizes in raffles, contest, or drawings of any sort.

All personal companion animals shall be spayed and neutered, receive appropriate annual veterinary care and receive appropriate vaccinations against communicable diseases. Exceptions can be made at the discretion of the Shelter Manager.

No member shall have been convicted of any form of animal abuse.

Only appointed members may act as the official spokesperson for GLAAS.

GLAAS and its reputation should be the prime concern of all members, and should be placed above individual prestige or monetary gain.

When participating in any GLAAS activity, members will conduct themselves in a courteous manor which will be a credit to themselves and GLAAS.

Rejection of Application/Termination:

Protection of animals and people guide the Shelter Manager's decisions regarding applications and terminations. For the applicant's own safety, the Shelter Manager may not accept an application if she or he believes an applicant cannot abide by the GLAAS Mission, follow the volunteer guidelines, meet the qualification as listed in this manual, or work independently in a safe, confidential and efficient manner. For the volunteer's own safety, volunteers may be asked to discontinue their service if the Shelter Manager determines a volunteer has violated the GLAAS guidelines, operating policies and procedures, or does not have/no longer demonstrates the ability to perform the GLAAS volunteer tasks and activities as required.

Thank you for your interest in volunteering. You will be asked to follow the set of guidelines outlined below.

You may be asked many different questions by visitors to the shelter during your volunteer time with us. We ask that you refer questions to GLAAS staff.

Here is some general information that you may use when speaking with customers or potential adopters.

- ❖ Our business hours are Tuesdays from noon to 7pm and Thursdays, Saturdays and Sundays from noon to 4pm. We are available by appointment outside these hours. Appointments are only made at the discretion of the Shelter Manager.
- ❖ We have an Adoption Questionnaire that potential adopters are required to complete. This can be found in the office.
- ❖ The adoption fees for dogs vary depending on the dog. The adoption fees for cats vary depending on the cat and the season. For more information, see GLAAS staff.
- ❖ We accept animals from a variety of places. Some arrive as strays, many are surrendered by their owners, and a few are transferred in from other rescues. Appointments are necessary to relinquish pets to GLAAS.
- ❖ We have a specific declaw policy, so do not discuss declawing cats with potential adopters. Refer all declaw questions to GLAAS staff.
- ❖ Adult volunteers are always welcome. Volunteers under 18 must be accompanied by a parent or guardian at all times.

Volunteer Application

Name: _____ Date: _____

Address: _____

City, State, and Zip: _____

Email (required!): _____

Phone: _____

Employer or School: _____

Do you have reliable transportation to fulfill your volunteer commitments?

Personal reference/relationship/contact phone or email:

Current pets and veterinary reference:

Why are you interested in volunteering at GLAAS?

Previous animal care experience:

Special skills/training:

What days/hours are you available:

Please indicate your willingness to perform the following tasks with a Yes or No.

Cleaning Cat Cages

Cleaning Dog Kennels

Dishes & Laundry

Exercising Dogs

Socializing Cats

Office tasks

Fundraisers/Events

Committees

Building/Grounds Maintenance

The undersigned, as an applicant for a volunteer position with the Green Lake Area Animal Shelter agrees to have read and understood, and agrees to adhere to the Code of Ethics of GLAAS. The undersigned also agrees to indemnify, defend and hold harmless GLAAS and its employees and agents against all claims, liabilities, loss damages or expenses incurred on account of any injury to any person or any damage to property, caused by or resulting from activities performed as a volunteer for GLAAS. Your signature also states that you have read and taken into consideration the risks and other possibilities of volunteering at the Green Lake Area Animal Shelter. It also shows your acknowledgment of all that is being asked of you as a volunteer.

Applicant Signature: _____ Date: _____

This sheet is to be reviewed, completed, signed and returned to the GLAAS staff member on duty. You will be provided a copy upon request. The manual is yours to refer back to whenever you would like. Thank you for your interest in helping the Green Lake Area Animal Shelter, we are proud to have you working with us!