



**Oak Hill**  
**Animal Rescue, Inc.**

COMPASSION IN ACTION

## Volunteer Application

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Name

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Address

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City

Zip Code

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Home Phone Number

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Work Phone Number

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Mobile Phone Number

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E-mail Address

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Employer

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Position

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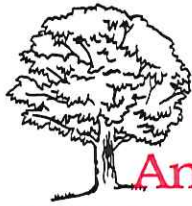
Special Skills (i.e. event planning, computer skills, dog training).

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Any other hobbies or interests?

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What is your age **at time of this application** and your date of birth?



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Do you have any health concerns (i.e. allergies) that might impact your ability to work at an adopt-a-pet? If yes, please explain.

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Have you volunteered in the past with other animals rescue groups, shelters, or animal control? If yes, please describe your activities and your experience with them.

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Do you have any pets of your own? What kind? How long have you had them?

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When are you able to begin volunteering? (mm/dd/yy)

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What times are you available to volunteer?

Weeknights  Saturdays  Sundays

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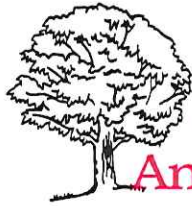
Are you volunteering to fulfill community service hours? Yes  No

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Which volunteer activities are you interested in? Please check all that apply.

Adoption Assistant	<input type="checkbox"/>	Photographer	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	Special Events	<input type="checkbox"/>
Foster Parent	<input type="checkbox"/>	Web Site	<input type="checkbox"/>

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Are you interested in fostering animals? Yes  No

Cats

Adults  Pregnant Mom  Kittens

Dogs

Adults  Pregnant Mom  Puppies

Emergency Contact (name and phone number)

How did you find out about us?

Volunteer Referral  Our Web Site

Volunteermatch.org  Internet Search

Other

### Spay/Neuter Policy

As a volunteer of **Oak Hill Animal Rescue, Inc.**, we expect you to share, understand and respect our views on spaying and neutering. The intake at Dallas Animal Services **alone** is **35,000 unwanted animals a year**; dogs and cats who never asked to be born. Breeding family pets creates the pattern of surrender we see in city shelters every day of the week. And the **number one source** of these surrenders and strays are from backyard breeders; people who “thought” they could place all the puppies or kittens they let their family pet have. By choosing to volunteer with us, you promise to support and educate your family, your friends and the public in general about the importance of spaying and neutering. And that you or your family is not now or intends to breed dogs or cats for any purpose. We consider it our charge to educate the public on the record numbers of animals killed annually in city shelters, and this organization was formed to help find homes for those we could save. **We ask if you can’t agree with this philosophy that you seek your community service hours elsewhere.** Please initial here to confirm you understand this policy, that you support it, and that you are not using your own pets for breeding purposes.



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### Dress Code

You will be provided an apron to wear while volunteering so prospective adoptors know you are working with us. When in volunteer capacity please adhere to the following guidelines for appearance.

- **No baggy pants** – You need both hands to handle dogs, one hand cannot be used to hold up your pants, that's what a belt is for. Moreover there is lots of bending and stooping. Your underwear or lack of it is your business, not ours. **No exceptions.** If you show up holding up your pants with your hands and claim to have “forgotten” your belt, you'll be asked to leave.
- Wear appropriate shoes – Your job entails walking dogs on grass and concrete. If a dog gets away from you, it's your job to catch it. We recommend some type of athletic shoes, not sandals or slip ons.
- We strongly urge you to wear blue jeans or long pants. If you choose to wear shorts in the summer, they must be mid length and not short shorts. Be prepared to have your legs scratched up as the dogs do stand up on you on occasion and that's the consequences of not covering your legs. Moreover you may have to sit on the ground sometime and jeans are better suited for that.

I have read and understand the dress code for volunteering with Oak Hill Animal Rescue.

\_\_\_\_\_ Please initial here



**VOLUNTEER RELEASE**

I, \_\_\_\_\_, hereby agree to accept a position as a volunteer for Oak Hill Animal Rescue Inc. In doing so, I understand and will comply with all rules and regulations established hereto by Oak Hill Animal Rescue’s volunteer program. I understand failure to do so results in my immediate termination as a volunteer. I promise and agree to represent Oak Hill Animal Rescue, Inc. to the public in an accurate and professional manner.

I further acknowledge my services are provided on a volunteer basis and at my own risk, and that no compensation of any kind is expected. If I am under-age at time of this application, my parent or guardian’s signature below releases Oak Hill Animal Rescue from any liability and understands I will not be supervised or monitored in terms of my whereabouts when not in the adoption venue.

I understand and acknowledge working with animals involves certain risks. I therefore release and hold harmless Oak Hill Animal Rescue, Inc., its officers, board members, and employees from:

- Any and all claims and demands of any cause in connection with damages or injuries I may incur or sustain in connection with my services for Oak Hill Animal Rescue, Inc.
- I personally assume all risks in connection with handling animals for Oak Hill Animal Rescue, Inc. As a volunteer, I further assume all risks and full responsibility for any bodily injury, death, property damage or other loss to myself, my family, and/or assigns, due to negligence of Oak Hill Animal Rescue, Inc. or otherwise.

I understand public relations is an important part of volunteering with Oak Hill Animal Rescue, and hereby authorize Oak Hill Animal Rescue to use any photographs taken of me for any such public relations activities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Written Name

\_\_\_\_\_  
Parent or Guardian signature  
For under aged volunteers

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Volunteer E-mail Address



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### Privacy Rights

Oak Hill Animal Rescue recognizes the sensitive nature of some of the information we request on this application. No information is shared with anyone else and your application is subject to review only by the board of directors.

### Disclosure

Oak Hill Animal Rescue has a responsibility to its business partners, volunteers and adopting families to know as much as possible about the people who help and volunteer with us. Please answer the following questions regarding your personal history.

Have you ever been **accused** of: circle all that apply

Animal Cruelty

Child Abuse

Physical violence to people or animals

Drug offenses

Theft

Do you suffer from: circle all that apply

Asperger's syndrome

Bipolar Disorder

Attention Deficit Disorder

Oak Hill Animal Rescue reserves the right to decline a volunteer's application based on findings we deem inappropriate to our requirement.

I, \_\_\_\_\_ understand your privacy policy and have answered the disclosure questions truthfully and without qualification.



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## Volunteer Requirements

### **ADOPT-A-PET SCHEDULE**

**Day:** Weekends

**Time:** 12 PM to 5:30 PM

**Location:** Petsmart Stores

### **VOLUNTEER INFORMATION**

1. Volunteers must be at least 16 years of age to volunteer **on their own**. Volunteers under 16 years of age must have a parent/guardian with them at all times, and that parent/guardian must actively participate in the adoption event. If they choose to leave their child with us, they release Oak Hill Animal Rescue of all liability, responsibility and welfare of this child while volunteering with us at any venue. Parent/Guardian must initial here to acknowledge this release \_\_\_\_\_.
2. We accept volunteers 16 years of age and older needing to fulfill community service hours.
3. **Please sign-in on the sign-in sheet each time you volunteer.**
4. Must wear a provided Oak Hill Animal Rescue apron (provided free of charge) or a lanyard with the badge that has a yellow stripe with the word Volunteer on it.
5. Please respect the decisions of the Adoption Coordinators regarding Oak Hill Animal Rescue, Petsmart rules and the adoption process.
6. Volunteers must commit to at least three hours of service on the day they work. **No community service hours given for less than a three hour commitment.**
7. No deviation from adoption procedures allowed without the consent of the Board of Directors.

### **ADOPTION PROCEDURES**

Our Adoption Process document is on the desk in the acrylic stand. When questioned about fees or requirements, please provide this to anyone asking what it takes to adopt from Oak Hill Animal Rescue.

**Guest Fosters:** A guest foster is a pet being offered for adoption that is not in our shelter. All adoption regulations apply to this pet, as we are acting as a venue for the person trying to place the dog or cat.

### **DOG RULES**

1. Volunteers **must** accompany all dogs being shown to prospective adopters.
2. Children under 10 years of age are **not permitted** to hold leashed dogs; a parent and volunteer **must** be present with them at all times.
3. Children are not permitted to put their fingers in the dog crates.
4. Never attempt to remove a dog or cat with no collar on by yourself.
5. Always maintain a tight grasp on the leash by wrapping it around your wrist.
6. Only take out and walk one dog at a time.
7. Be aware of dogs in proximity of one another. Not all dogs like one another.
8. Scoop up any pet waste and deposit it in the proper receptacle.
9. Return dogs to the same crate from which you took them.
10. Clean up any accidents a dog has in its crate.
11. If you witness a dog attack a person or other pet, report the incident to an Adoption Counselor immediately.



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## Volunteer Requirements

### CAT RULES

1. Cats **must** remain in the protected area where they are set-up.
2. A volunteer **must** assist any prospective adopters with taking a cat out of its cage and may NOT do so when dogs are out of their cages nearby.
3. Children under 10 years of age are not permitted to hold cats themselves; a volunteer and parent **must** be present.
4. Clean up any accidents a cat has in a condo or in the cat room.
5. If a cat bites another cat or person, report the incident to the Adoption Counselor immediately.

I have read, understand and accept these requirements and will to the best of my ability carry out the duties outlined here to be an Oak Hill Animal Rescue Volunteer. I further acknowledge and understand I am representing Oak Hill Animal Rescue to the public and will do so with a professional attitude and a positive demeanor.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### What are the rewards for volunteering with Oak Hill Animal Rescue, Inc.?

(we're glad you asked 😊)

- The satisfaction of working with homeless animals and making them more adoptable.
- The opportunity to share your skills and learn new ones.
- Making a difference by serving in the community.
- The enjoyment of making new friends and having fun!