

# VOLUNTEER APPLICATION FORM

STAMFORD ANIMAL SHELTER

201 MAGEE AVE., STAMFORD CT 06902 / Telephone: (203) 977-4437

APPLICATION DATE \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ DL # \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_ + \_\_\_\_\_

Phone #: Home (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

**E-mail address:** (required)

Emergency Contact \_\_\_\_\_ Relation \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Why are you interested in volunteering at the shelter? \_\_\_\_\_

Do you currently have pets? \_\_\_\_ No \_\_\_\_ Yes If yes: How many? \_\_\_\_\_

What type / breed / age? \_\_\_\_\_

How long have you had them? \_\_\_\_\_

How did you get your pet(s)? \_\_\_\_\_

Please describe your experience with domestic animals: \_\_\_\_\_

Do you have special talents, skills, or training in handling domestic pets? \_\_\_\_\_

Do you have a health / medical situation that would be affected by working at the shelter? \_\_\_\_ No \_\_\_\_ Yes

If yes, please explain: \_\_\_\_\_

The shelter is open from 8am to 4pm 7 days / week (8am to 6:30pm on Wednesdays). Volunteers are welcome during these hours and any day that is convenient. We appreciate the time you can offer us:

	MON	TUES	WED	THURS	FRI	SAT	SUN
TIME							

Please check what you can help with:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Data entry / office duties                 | <input type="checkbox"/> Dog walking                                    | <input type="checkbox"/> Dog training              |
| <input type="checkbox"/> Assist with in-pound / off-site adoptions  | <input type="checkbox"/> Help with photos / flyers                      | <input type="checkbox"/> Cat/Dog grooming          |
| <input type="checkbox"/> Follow-up phone calls to adopters & others | <input type="checkbox"/> Fundraising activities                         | <input type="checkbox"/> Marketing & PR activities |
|   | <input type="checkbox"/> Off-site Shelter Awareness (Pound Around Town) |  |

**Please read below and sign:**

Stamford Animal Control assumes no responsibility or liability for any injury sustained while working with Stamford Animal Control and its animals. Stamford Animal Control reserves the right to refuse volunteer privileges at its discretion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Volunteer Rules

Failure to obey these rules will result in termination of volunteer status.

- NO SMOKING is allowed in the building.
- Volunteers cannot answer the telephone, or interfere with the administrative operations of the shelter unless requested to do so by the Shelter Manager or next in charge.
- Volunteers cannot feed or give treats to any of the animals without permission from the Shelter Manager or next in charge. Volunteers are permitted to eat at the shelter but must clean up after themselves immediately and not leave food or drinks on the desks, etc.
- Volunteers must clean up after themselves in the kitchen, volunteer room, kennel, outside areas, etc.
- Volunteers will not be allowed to have any keys to the shelter or other City of Stamford property (including City vehicles). No City of Stamford property is to be taken home for any reason.

### Working with the Dogs:

- Prior to walking any dog, Volunteers must first report to the Shelter Manager (Laurie) or next in charge and ask which dog they may take out (if not certain which dogs need the walk the most, use walking sheets outside of each pen as a guideline). Be sure you know about any issues the dog may have, by checking the evaluation sheets up front & asking Staff, prior to your first walk with the dog.
- When taking a dog out, double check that it's a green level dog if you're a green level volunteer; in other words, walk only the dogs that are color coded to your expertise. (You must meet requirements to handle yellow or orange level dogs.) If you feel capable and ready to move up to the next level, you may put in a request for review. Everyone starts with green; as you show your knowledge and become a familiar face to the Shelter, you can make your way up to orange by our trainer, Rob, evaluating your progress through Wednesday night classes.
- As with all behavior issues, if you're having trouble getting a dog into or out of the kennel, ask for help; and please use caution to prevent escapes.
- Walk each dog with proper training collar or equipment; this includes a proper 6-foot leash. The kennels will be marked with special equipment needs if it's not a normal training collar (choke chain); for example: prong, harness, etc. If a dog must be walked with a prong collar you must use a prong collar to have continuity in the dog's training. If you don't understand how to use a prong collar properly, or how to put it on or take it off, please ask for help. Always remove the prong collar on the dog upon returning the dog to the kennel.
- Always lead dogs out through kitchen or back doors (never through front office doors). Use caution bringing a dog in / out going through doors to see if another volunteer has a dog on the other side to avoid altercations between dogs.
- Always shut front gate. This gate must be closed properly each time you go through it to avoid escapes.
- Do not venture too far from the Shelter on your walk & remember always to pick up after the dog (plastic bags are available on your way out the side door entrance).

## Volunteer Rules (*cont'd.*)

- Don't allow dogs to pull, bite the leash, or jump up on you. If you need help addressing these behaviors, ask for help. Don't allow them to continue because bad behavior is reinforced if ignored or not properly addressed.
- Volunteers must use caution when walking dogs in proximity of other dogs to prevent possible fights. (Dogs are not allowed to socialize/play with other dogs in order to prevent injuries.)
- It would be most beneficial for the dogs to be brushed after every walk. Working on any issues the dog may have (indicated on the evaluation sheet) - such as fear of quick hand movements - or just basic obedience – such as walk, sit, down, stay - is also recommended.
- Volunteers must ensure that dogs are placed back in the correct cage and that the security clip is fastened. And don't forget to check off on the sheet hanging outside of the kennel what time slot you walked the dog, with your initial or time out!
- Try to walk other dogs; don't attach yourself to just one dog. They all need exercise and help.
- PLEASE try to take one of our many dogs to our Wednesday Night Training Class – as they are all in need of basic training and it helps their chances in getting adopted. (Do not use your cell phone while attending the training classes. If you have an emergency call, step far enough away from the class so you're not distracted with the dog you're working with.) When you return (or beforehand), note on the outside sheet of his kennel that the dog was taken to class.
- Dogs shall be exercised only in the fenced-in areas located in front of the shelter, or walked on a leash and choke collar in the Facilities Management area behind the shelter. Under NO circumstances are dogs to be taken off the property or walked on the surrounding streets without Shelter staff approval.
- Volunteers are not allowed to exercise any quarantine dogs, sick dogs, dogs with questionable temperaments, dogs with “do not touch” signs on their cages, or any animal that the Animal Control (AC) staff advises against.
- Volunteers are allowed to walk dogs during shelter hours, but must cease all activities and be prepared to leave the shelter by 3:45pm (Wednesday evenings by 7:45pm) to allow time for Animal Control staff to close.
- No dog can be left unattended while being shown to the public in the exercise pens; nor shall a prospective adopter be allowed to handle the leash on a dog without Animal Control staff supervision. Also, all meet-and-greets (family pets being introduced to a shelter dog) MUST be supervised by AC staff.
- Please report to staff (as well as note on the sheet outside of the dog's kennel) anything unusual, such as:
  - blood in stool
  - bleeding sores or wounds
  - vomiting or diarrhea
  - acting lethargic
  - limping, dragging of leg, etc.
- If you are bitten, report it to the staff immediately so a bite report can be completed.
- And keep in mind, Animal Control Officers are in charge ALL of the time.

## Volunteer Rules (*cont'd.*)

### Working with the Cats:

- Kittens are NOT to be handled by the public (until 6 weeks of age their immune system is too weak and puts them at a high risk of infection). NO EXCEPTIONS!
- Volunteers MUST wash their hands before and after touching EACH cat (sterilizer lotion is acceptable) to minimize the transfer of any infection or illness from one cat to another.
- Volunteers are not to open the door to any cat cage until they know the cat's personality (ask Shelter staff) and the cat gets to know them. The door to the room must be closed during this process to prevent escapes.
- Volunteers should not take a cat into their arms until there is trust and a bond between volunteer and cat. (A cat may be calm in its cage, but once seeing other cats may react differently.) The door to the room must be closed during this process to prevent escapes.

### Working with Other Animals:

- Volunteers who want to work with other animals at the Shelter, such as rabbits, birds, reptiles, etc., should be familiar with the species before handling them. Please speak to the Shelter Manager or Animal Control staff prior to any interaction with them.

**I have read these rules, understand their content, and will abide by them.**

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

**Stamford Animal Control  
Volunteer Agreement  
Waiver for Liability**

In consideration of the benefits, experience and personal satisfaction to be derived from volunteer activities at the Stamford Animal Control Shelter, I agree to and will abide by the following:

1. I will follow all orders or instructions issued to me by any member of the Stamford Police Department or other officer or employee of the City working at the Animal Control Shelter. I understand, however, that the City's personnel cannot continuously monitor and supervise my activities, and I release the City of Stamford, its officers, agents or employees, including the Stamford Police Department, from any claims based on the level of supervision provided.
2. I will indemnify and hold harmless the City of Stamford, its officers, agents and employees, including the Stamford Police Department, from any and all claims for any injury, disease, damages or liability of any nature arising from or related to my participation in activities at, or related to, the Animal Control Shelter.
3. I waive any and all claims I might have or may have in the future, against the City of Stamford, its officers, agents or employees, including the Stamford Police Department, which do or might arise from my participation in activities at, or related to, the Animal Control Shelter.
4. I fully understand, appreciate and accept the risks involved in activities at the Animal Control Shelter, including but not limited to the risks\* associated with the handling of animals confined at the Shelter, and hereby release the City, its officers, agents and employees, including the Stamford Police Department, of any claim or inadequate warnings, inadequate precautions or inadequate control over the animals confined there.

Volunteers must carry personal medical insurance for potential injuries. A copy of your medical card is required. I am covered by (insurance company) \_\_\_\_\_ ,  
policy or ID # \_\_\_\_\_.

5. The undersigned agrees to participate in an orientation and training program conducted by the Stamford Animal Shelter and to use reasonable due care at all times while engaged in volunteer activities.

**I have read this agreement, understand its content, and will abide by it.**

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

*\* risks include but not limited to: animal bites, scratches, fleas, ticks, diseases associated with fleas and ticks, ringworm, mange, other skin conditions, and other injuries sustained from handling animals.*