



APPLICATION TO VOLUNTEER WITH THE ANIMAL SHELTER

Thank you for volunteering with the City. We appreciate your time and commitment. Please answer all questions completely. PLEASE PRINT.

This is not an application for employment.

<i>The City of Sturgis does not discriminate because of race, color, national origin, religion, sex, age, disability, political affiliation, or veteran's status.</i>			
Last Name:	First Name:	Middle Initial:	
Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, we require signed, written permission from your parent/guardian..</i>			
Present Address:	City:	State:	Zip:
Daytime Telephone:	Email Address:		
Volunteer Area(s) of Interest: <input type="checkbox"/> Socializing Animals <input type="checkbox"/> Walking animals <input type="checkbox"/> Feeding animals <input type="checkbox"/> Cleaning/Maintenance <input type="checkbox"/> Events / Fundraisers <input type="checkbox"/> Other			
Animal Preference: <input type="checkbox"/> Cats <input type="checkbox"/> Dogs <input type="checkbox"/> Both		** You may be required to attend a volunteer orientation / training. **	
Ability to Volunteer: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> As needed <input type="checkbox"/> No preference			
<input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/> As needed <input type="checkbox"/> No preference			
Do you want a set volunteer schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how many hours per week? _____</i>			

Briefly, why do you want to volunteer with the Animal Shelter?	
Do you have any prior experience with animals? <i>If yes, please describe.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever volunteered or worked for the City of Sturgis before? <i>If yes, give dates and department(s).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime (other than minor traffic violation)? If so, when, where and what was the disposition of the case? <i>(Conviction is not an automatic disqualification from volunteering.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime related to cruelty, abuse or neglect of animals? If so, when, where and what was the disposition of the case? <i>(Conviction is not an automatic disqualification from volunteering.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If accepted as a volunteer, do you agree to follow the policies and procedures of the Animal Shelter and the Police Department, as applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand that you could be bitten, scratched and/or otherwise hurt by an animal while volunteering?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY: <i>Please provide your current (or most recent) employer information.</i>	
Employer Name:	Job Title / Position:
<input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student	
Address:	City: State: Zip:
Phone Number:	Name and Title of Immediate Supervisor:
<input type="checkbox"/> Self-employed	

REFERENCES: <i>Please provide three (3) personal and/or professional references.</i>			
Name:	Type of Reference	Organization / Business	Contact Information
1.	<input type="checkbox"/> Personal <input type="checkbox"/> Professional		
2.	<input type="checkbox"/> Personal <input type="checkbox"/> Professional		
3.	<input type="checkbox"/> Personal <input type="checkbox"/> Professional		

Release and Waiver:

1. I certify that the information in this volunteer application is true, correct and complete.
2. I understand that volunteering for the City does not make me an employee of the City nor can I represent myself as such.
3. **I recognize that there is a risk of injury, including personal physical harm, from handling animals at the Animal Shelter while performing my volunteer services in a voluntary capacity.** On behalf of myself, my heirs, personal representatives and executor, I hereby release, discharge, indemnify, and hold harmless the Animal Shelter, the City of Sturgis, Meade County, and their officers, agents, servants and employees from any and all claims, causes of action or demands, of any nature or cause connected with my volunteer activities and duties. This might include costs and attorney fees and court costs incurred by the City of Sturgis in connection with my volunteer services based on damages or injuries which may be incurred or sustained by me in any way. Such damages or injuries might include but are not limited to animal bites, scratches, injuries, and personal property damage.
4. I understand that animals are unpredictable in nature and can bite, scratch, or injure a volunteer. I understand that an animal bite or scratch can transmit zoonotic diseases. I further understand that the Animal Shelter cannot guarantee that an animal will not become aggressive.
5. I understand that ***I am solely financially responsible*** for any first aid, medical treatment or care for any injury or illness resulting from my volunteer activities. I have been encouraged to obtain my own insurance coverage and to consult with a medical professional to address any concerns prior to my volunteering, including, for example, any recommended vaccinations before handling animals.

Date signed: _____

*Month / Day / Year*_____ *Print Name*_____ *Signature of Volunteer (in ink)***General Rules & Regulations**

Alcohol and Illegal Drugs: The City of Sturgis strives to maintain a drug-free workplace. As a result, use of illegal drugs as well as the unauthorized use of legal drugs is strictly prohibited. Volunteers are prohibited from the use of alcohol on City property or during volunteer service. Performing volunteer duties while under the influence of drugs or alcohol is expressly forbidden. Volunteers cannot smoke inside the Animal Shelter.

Animal Care: Proper treatment and care of our animals is very important to Animal Shelter staff. Staff will not tolerate any behaviors that might harm or injure the animals in our care. Make sure you understand the rules with regards to approaching, socializing and caring for the animals.

Dress Code: Volunteers must dress in attire that is appropriate for the conditions and performance of the activity that they are scheduled to perform.

Employment: Volunteers are not City employees nor are volunteers paid for their volunteer services. Volunteers must always identify as a volunteer (and not represent themselves a City employee). Finally, in compliance with the Fair Labor Standards Act as well as to prevent conflict of interest (real or perceived), volunteers cannot serve as a volunteer and work as a paid City employee for the same Department or location.

Equipment Usage: Volunteers cannot operate City-owned vehicles or motorized equipment. If you drive your own vehicle or a third party vehicle while volunteering, you should understand that you do so at your own personal risk and liability. Telephones, copy machines, fax machines, computers, internet access, and all other City property are only to be used as permitted by Animal Shelter staff and only for authorized City business.

Financial Controls: Volunteers are prohibited from handling cash or money.

Harassment: Volunteers have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing. If you experience harassment, please report the incident immediately to the Animal Shelter staff. (This can include harassment by patrons and clients of the Animal Shelter.)

Personal property: The City is not responsible for personal items, so do not bring valuables.

Policies and Procedures: Volunteers must abide by all rules, policies, regulations, written/verbal guidelines, directions and instructions of City staff as related to the performance of their volunteer duties. Volunteers are always expressly prohibited from releasing any confidential staff or patron information.

Security and access: The Animal Shelter has closed circuit security cameras for your protection. Volunteers should not be at the Shelter without a City employee present. Volunteers should report any unsafe situation that they observe or any accidents occurring while volunteering.

Termination of Volunteer Services: The City reserves the right to cancel its need for your volunteer services at any time and for any reason.

I have read, understand and abide by these rules and regulations. Volunteer's Signature: _____

