



Central Dakota Humane Society
 2104 37th St
 Mandan, ND 58554
 701-667-2020
 www.cdhs.net

Volunteer Application

The Central Dakota Humane Society (CDHS) welcomes the participation of volunteers who support our goals and objectives. If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to contact CDHS and print out and complete this application and bring it, with your Release Form, to the shelter. Volunteers under the age of 18 must have a valid driver's license or a responsible person (with a driver's license) with them at all times. For safety reasons, volunteers who wish to work directly with animals need to be able to understand any commands with regard to the animals in our care. They must also be able to verbally communicate with staff and volunteers and physically handle shelter dogs that may have unpredictable behaviors. If volunteers are unable to comply with the above stated requirements they must have an adult present who can assist them individually with support. The safety of our animals, staff, and volunteers is our number one priority. If you fail to encourage a safe environment through your interactions with the animals, volunteer privileges may be revoked at the discretion of any CDHS staff member.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email Address: _____

Month of birthday: _____

Do you have a current drivers license?: _____

If you are volunteering for your employment please list employer/employers:

Which of the programs below are you interested in?

- Critter Companion – Cats – Socializing animals (Requires orientation)
- Critter Companion – Dogs – Socializing animals (Requires orientation)
- Special Events/Projects – Helping with any of the scheduled fundraisers/events
 - Bene-Pet* *Shaggy Shuffle* *Rummage Sale* *Santa Paws*
 - Work at Booths* *Baking*
- Special Resource – Miscellaneous office duties
- Special Resource – Shelter errands
- Special Resource – Landscaping
- Special Resource – Transporting Recycled Cans



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Volunteer Release Form

(Please print out and complete this form and bring it, with your Volunteer Application, to the shelter.)

I hereby agree to accept a position as a volunteer worker for the Central Dakota Humane Society (CDHS), and in so doing, I agree to comply with all of the rules and regulations established by CDHS. I understand that failure to do so may result in my immediate termination as a volunteer.

I acknowledge that my services are provided strictly on a volunteer basis, without any pay or compensation of any kind, and without liability of any nature on behalf of CDHS. All services performed by me are done so at my own risk.

I recognize that in handling animals and performing other volunteer tasks, there exists a risk of injury, including physical harm, caused by the animals. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless CDHS, its agents, servants and employees from any and all claims, causes of action, of demands, or any nature or cause, including costs and attorney's fees incurred by CDHS in connection with the same, based on damages or injuries which may be incurred or sustained by me in any way connected with my services for CDHS, including, but not limited to, animal bites, accidents, or injuries.

I understand that if I am injured while acting as an unpaid member of the volunteer staff, I AM NOT covered by the North Dakota State Worker's Compensation Law.

Volunteers under the age of 18 must have a valid driver's license or a responsible person (with a driver's license) with them at all times. All prospective volunteers **MUST** submit this signed Release to be accepted as a volunteer.

Name: _____ Date: _____

Are you fulfilling required volunteer hours for school or club such as Honor Society? _____

Volunteer Signature: _____

If under 18 years of age, parent/guardian name and signature is required below.

Name of Parent/Guardian (please print): _____

Parent/Guardian Signature: _____



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Volunteer Policies and Procedures

Length of Commitment: Any time you are willing to share with us is greatly appreciated; however, we do require a minimum of 10 hours to volunteer with CDHS. Some of the volunteer assignments, such as Special Events volunteers, are done on a periodic, as-needed basis.

Sign-In Procedure: Please record your name and arrival time legibly on the Volunteer Log Sheet. There is a log sheet in the lobby of both buildings. Remember to sign out upon departure as well. To receive credit for hours worked, you must sign in and out. (It will also aid you when doing your resume to say you completed "X" amount of volunteer hours!) This helps us to keep track of who is active in the programs – a necessity!

Honor students or hours needed for college or high school credits: A volunteer release form is required to volunteer with CDHS. If you are younger than 18, a parent or guardian signature is required prior to you being allowed to attend an orientation session. Orientations for honor students will be held by appointment to work with the cats and you will be required to complete the dog walking class to work with the dogs (held every second Saturday of the month). Please contact Mandy Schaaf, Volunteer Coordinator, to set up an appointment and to find out when the next class will be held. When arriving at the shelter please turn in your volunteer sheets to the front desk or give to Mandy in the Administration building and collect your sheet before your departure. We also require you to sign in on your registration sheets. No shelter staff signatures will be given until the 10-hour minimum number of hours is reached. Any previous hours that need verification will be provided within a reasonable period of time after the Volunteer Coordinator has been able to verify against sign-in sheets. Honor Student applications will not be accepted during the months of January through March.

Dress Code: Dress with your duties in mind, but please be neat. Dog walkers are required to have appropriate closed toe foot wear. NO flipflops or sandals.

Off-Limit Areas: All quarantine areas are off limits to volunteers. Please read all kennel signs.

Volunteer Release Form: Each volunteer is asked to sign a release form waiver of liability for insurance purposes prior to beginning at CDHS.

Age Requirements: Volunteers under age 13 must be accompanied by a parent or guardian at all times. Volunteers between 13 and 16 years old must have a parent or guardian on the premises.

Court Ordered Community Service Hours: CDHS does not have a program for Court Ordered Community Service Hours.

Contact: Please provide a legible email address on your volunteer application. Most contact for events and volunteer activities will be done through email contact.