



5310 West Houghton Lake Road Post Office Box D  
 Lake City, MI 49651 (231) 839-3800

**VOLUNTEER APPLICATION/QUESTIONNAIRE**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_ No \_\_\_      Emergency Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_

All volunteers under the age of 18 must have a parent co-sign the Volunteer Waiver of Liability that is attached to the volunteer application. If you are 12 years old or older, you may volunteer without an parent or guardian present. If you are under 12 years old, you must be accompanied by a parent or guardian.

Occupation: \_\_\_\_\_ Highest level of education: \_\_\_\_\_

Are you a student volunteer? Yes \_\_\_ No \_\_\_      Name of School: \_\_\_\_\_

Will you be receiving academic credit for your volunteer work? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a misdemeanor or a felony in the last 5 years? Yes \_\_\_ No \_\_\_      If so, please explain:

\_\_\_\_\_  
 \_\_\_\_\_

(Answering "yes" will not automatically disqualify you from volunteering with our organization)

Have you volunteered with MHS in the past? Yes \_\_\_ No \_\_\_      If so, when: \_\_\_\_\_

Do you have any conditions or allergies that may affect your ability to perform certain tasks? Yes \_\_\_ No \_\_\_

How did you hear about volunteering with our organization? \_\_\_\_\_

Why are you interested in volunteering at MHS? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

What personal goals do you wish to fulfill while volunteering at MHS? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**SCHEDULING AND AVAILABILITY:**

Please circle the days and times of the week you are available to volunteer.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM

Shifts are usually between 1-4 hours. Would you be willing to commit to a regular schedule? Yes \_\_\_ No \_\_\_

I prefer to volunteer: alone \_\_\_ mostly with animals \_\_\_ mostly with people \_\_\_ with animals and people \_\_\_ group projects \_\_\_

Please see next page...

\_\_\_\_\_ Cleaning/Kennel Assistant/Attendant: washing and drying litter pans, food dishes, and laundry. Cleaning cat, dog, or small animal kennels. Do expect a small amount of animal handling, this position does require a fair amount of hard work & you may get dirty; however, this position is the most important to the care and well-being of the animals at the shelter. \*\*A regular time commitment is generally required with this position.

\_\_\_\_\_ Dog Walking: Walk dogs around the walking trails and spend time supervising and playing with dogs out in one of the large play areas.

\_\_\_\_\_ Cat Cuddling/Socialization: Spend time socializing with cats and kittens in the shelter. Play with cats, brush them, and record information about their traits, personality, and activity levels. Help potential adopters become acquainted with adoptable cats and kittens. Some additional training may be required.

\_\_\_\_\_ Transportation: Transport crated animals to and from vet clinics and other various destinations. At times, we also are in need of transporting items such as donations, event supplies, etc.

\_\_\_\_\_ Front Desk/Data Entry: Help office staff by answering phones, greeting the public, performing data entry, and filing. Some additional training is required.

\_\_\_\_\_ Animal Ambassador: Become a Shelter Ambassador by promoting pets throughout the community. Placing adoption fliers, etc.

\_\_\_\_\_ Foster Home: Providing care to animals in your own home. Usually moms with kittens, un-weaned kittens, and animals with special needs. We provide the supplies; you provide the loving home. Separate application and waiver is required to foster and must be completed. Must meet specific requirements and some training may be required.

\_\_\_\_\_ Maintenance Work: Various general building maintenance.

\_\_\_\_\_ Community Outreach/Education: Coordinate with our Community Outreach Coordinator to visit businesses, schools, and other places in the area to give or schedule presentations from MHS on pet safety, bite prevention, etc. MHS has materials and information for your use.

\_\_\_\_\_ Friends of MHS/Fundraising: Work with our fundraising committee to help create, organize, or facilitate your own small fundraising events! There are endless possibilities such as: bake sales, donation drives, car washes, cookout, our Annual Spayghetti Dinner, or any other ideas you can think of!

\_\_\_\_\_ Events: Help raise awareness and funds at special events. Put up signs and posters, set-up/take down at events, staff tables, solicit silent auction items, and other tasks involved in a specific event.

Do you have any special skills that we should know about? (ex. Professional groomer, graphic design, computer skills, etc)

\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER AGREEMENT & WAIVER OF LIABILITY:**

In consideration of the Missaukee Humane Society accepting my application for participation in the Volunteer Program, I agree to release and hold harmless the Missaukee Humane Society, its Directors, Officers, Agents, and Employees from and against any and all loss, damage, claims, liability, costs and expenses of any nature whatsoever, including without limitations, attorney's fees and disbursements, arising from or occasioned by my participation in the Missaukee Humane Society Volunteer Program.

I understand there are certain risks of personal injury, death, disease and property damage in handling the animals and other volunteer activities on behalf of the Missaukee Humane Society, and I accept those risks.

I agree that the Missaukee Humane Society may photograph my participation in the program and hereby release any such photographs to the Missaukee Humane Society for use in its program, publications, and purposes .

I agree that my status as partially approved does not mean I am approved to volunteer at Missaukee Humane Society. I understand that I am fully approved to volunteer at Missaukee Humane Society once a check has been approved and the required orientation has been completed. I have read and fully understand the terms and conditions of the Volunteer Agreement and Waiver of Liability and I willingly comply with all its conditions.

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

Print Name: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_