



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

Volunteer Application Packet

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 oriented and trained in our Critter Companion programs or are interested in our other volunteer opportunities described below, we encourage you to contact volunteers@cdhs.net or call (701)667-2020 to speak with our Volunteer Coordinator.

Critter Companions: Socialize and provide enrichment to the animals in our care.

Cat Critter Companion Requirements:

- Minimum age is 13 years old (minors must have signed release by parent/guardian)
- Volunteers without a valid driver's license must always be accompanied by a parent, guardian or another Cat Critter Companion with a valid driver's license.
- Must be able to understand information and instructions about the animals in our care.
- Must be able to communicate with staff and other volunteers about the animals in our care.
- Must be able to physically handle animals in our care that may have unpredictable behaviors.
- Must complete the Cat Critter Companion Orientation (schedule with Volunteer Coordinator).
- Must commit a minimum of 10 volunteer hours in one year (or one college year).

Dog Critter Companion Requirements:

- Minimum age is 16 years old (minors must have signed release by parent/guardian)
- MUST have a valid driver's license.
- Must be able to communicate and complete coursework online (via computer, tablet or smartphone).
- Must be able to understand information and instructions about the animals in our care.
- Must be able to communicate with staff and other volunteers about the animals in our care.
- Must be able to physically handle animals in our care that may have unpredictable behaviors.
- Must complete a 10-hour volunteer apprenticeship within 2 months of completing the initial orientation.
- Must commit a minimum of 2 hours every other week **or** 4 hours per month for a minimum of one year (or one college year).

Events Volunteer: Assist staff on-site or remotely with fundraising events throughout the year, on an as-needed basis. Events include Bene-Pet, Shaggy Shuffle, Rummage Sale, Santa Paws, etc. *Orientation not required.*

Special Projects and Resources Volunteer: Assist staff on-site or remotely with special projects, administrative tasks or miscellaneous shelter duties throughout the year, on an as-needed basis. Special Projects and miscellaneous duties include Buddy's Bowl, Cans for Cats and Canines, landscaping, baking, etc. *Orientation not required.*



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Volunteer Policies and Procedures

Length of Commitment: Cat and Dog Critter Companion programs have minimum volunteer requirements which you should review prior to applying. Events, Special Projects and Resources Volunteers may be called throughout the year on an as-needed basis.

Sign-In Procedure: Your volunteer hours are valuable to us! When volunteering on-site, please record your name and arrival time legibly on the Volunteer Sign-In Sheet, located in the lobby of the dog building and the Volunteer Coordinator's office in the cat building. Don't forget to sign out before you leave. Students looking to fulfill community service hours must sign-in at the shelter. If you do not complete volunteer hours on-site you may be asked to sign-in at an event location or tally your total hours at the end of the month and submit them to the Volunteer Coordinator.

Cat & Dog Critter Companions: 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 by not adhering to CDHS protocols and procedures, volunteer privileges may be revoked at the discretion of any CDHS staff member at any time.

Honor students or hours needed for college or high school credits: Honor student applications will be accepted from April through December only. Orientations for honor students or students fulfilling school requirements will be held by appointment to work with the Cat Critter Companion Program only (unless Dog Program requirements can be met). Staff signatures will not be given until the 10-hour minimum number of hours is reached. Please call or email the Volunteer Coordinator to confirm your volunteer hours prior to requesting staff signatures. CDHS does not have a program for Court Ordered Community Service Hours.

Dress Code: Dress with your duties (and weather!) in mind. Dog Critter Companions are required to have appropriate closed toe footwear. NO flipflops or sandals.

Off-Limit Areas: All quarantine areas are off limits to volunteers. Please read all kennel signs before interacting with an animal.

Volunteer Release Form: Each volunteer is asked to sign a release form waiver of liability for insurance purposes prior to beginning at CDHS. Minors must have a signed volunteer release by a parent or guardian prior to attending an orientation.

Age Requirements: Please see program requirements for Cat and Dog Critter Companions. Minors without a valid driver's license must always be accompanied by a parent or guardian.

Contact: Please provide a legible email address on your volunteer application as volunteer updates and calls for events and special projects will be made through email. If you are fulfilling volunteer responsibilities off-site or walking dogs, always carry your cell phone and have CDHS (701)667-2020 programmed into your contacts. Should you have any questions or concerns please contact the Volunteer Coordinator.



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Volunteer Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email Address: _____

Month of birthday: _____

Do you have a current driver's license? _____

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

Which of the programs below are you interested in (check all that apply)?

- _____ Events Volunteer
- _____ Special Projects & Resources Volunteer
- _____ Cat Critter Companion (**Initial** if you meet volunteer requirements)
- _____ Dog Critter Companion (**Initial** if you meet volunteer requirements)
- _____ Dog Critter Companion, Indoor enrichment only* (**Initial** if you meet requirements)

**Indoor enrichment volunteers prepare and offer enrichment to the dogs inside their kennels after their daily walk is completed. They are not assigned to walk dogs.*

Do you have a special skill set or access to a resource which could benefit our mission? Please describe:



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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 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 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* _____

A minimum of 10 volunteer hours MUST be completed before the volunteer coordinator can sign off on school or club program community service requirements. We do not provide court ordered community service hours at this time. Please call or email the Volunteer Coordinator to confirm that your 10 hours have been completed **prior to requesting a staff signature.*

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: _____