

Date: \_\_\_\_\_ **Humane Society of Harlingen (HSH)**  
**Volunteer Application**

Thank you for your interest in the HSH. We are in need of volunteers to work at the shelter, as well as assist with special events, projects and off-site adoptions. All volunteers will receive training as necessary.

Print name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Occupation/Field of work: \_\_\_\_\_ Retired? \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Mailing address (include zip code): \_\_\_\_\_

E-mail address: \_\_\_\_\_

What is the best way to reach you?  Home phone  Cell phone  E-mail (I check regularly.)

Days & hours available:  weekdays  evenings  weekends Please specify: \_\_\_\_\_

Hobbies and interests: \_\_\_\_\_

Current pet(s): \_\_\_\_\_

**I am interested in the following volunteer opportunities:**

- Volunteering at shelter** (We are open seven days a week. Animals are available for adoption in the afternoon.) This is an opportunity for direct animal contact and/or to work with the Public:
  - clerical (filing, adoption followups, phones, etc.)
  - adoptions (showing animals, answering questions, screening candidates)
  - animal care and enrichment (exercise/play/bathing/TLC)
  - shelter maintenance (minor repairs & improvements/landscape improvements, etc.)
- Working on a committee(s) and/or special projects(s)** *Ideal for volunteers unavailable during regular hours. Many projects can be done from home and during off-hours. Self-starters welcome!!*
  - fundraising (planning, organizing)  volunteer committee (recruitment, training, scheduling)
  - event planning  quarterly newsletter (contributor/advertising/articles, etc.)
  - community education  special projects/new programs
  - grant writing  HSH Web page maintenance (computer skills helpful)
  - Pet Smart adoptions (Sat.)  media (coordinate information and advertising with local media as directed)
  - donation bank maintenance
- Other volunteer opportunities**
  - in-home fostercare: (\_\_\_\_) cats/kittens (\_\_\_\_) dogs/puppies (**Volunteers needed urgently!**)
  - animal transportation (vet appointments, Pet Smart adoptions, etc.)
  - presenting pets on TV news shows at noon (\_\_\_\_ **Wednesdays, and/or** \_\_\_\_ **Thursdays**)
  - miscellaneous shelter errands (must have own transportation)
  - other (Please specify): \_\_\_\_\_
- Please ask me about becoming a future board member.**

Skills, shelter or animal care experience: \_\_\_\_\_

**We welcome your viewpoint. What specific concerns do you have regarding animals in our community?**

Take or mail your completed application to: **Humane Society of Harlingen, 1106 Markowsky Ave., Harlingen, TX 78550 Phone #: 956-425-PAWS (7297)**

# HUMANE SOCIETY OF HARLINGEN

## VOLUNTEER INFORMATION

1. Please sign in when you arrive and sign out as you leave. If you are asked questions about animals or adoptions by the public, please refer them to a shelter employee.
2. All dogs must be walked on a daily basis. When walking do not let one dog come in contact with another, that contact could spread disease. Walk each dog at least 10 minutes.
3. Dogs and puppies need to be bathed on a regular basis. No young puppies are dipped in flea and tick dip.
4. Make sure that the area you were working in is clean before you leave to do another task. As a volunteer the work you do not reflects on the shelter but on you as a volunteer.
5. Laundry is done daily-please fold towels, and reload the dryer.
6. Office help includes- stamping envelopes, making adoption folders etc.
8. Doors and windows need to be cleaned, ask the shelter staff about the use of appropriate cleaning materials.

**Appropriate attire is required at all times you are volunteering at the shelter. No muscle shirts, tank tops, short shorts, and no sandals. This is to ensure your safety.**

If you come across anything you are unsure of—ask questions! This is how you can learn the correct procedures. Report any bite or injury you receive while at the shelter to the manager immediately.

*Thank you for volunteering your time and service it is very much appreciated.*

# Humane Society of Harlingen

## Volunteer Policies and Procedures

1. Volunteer hours at the shelter will be from 12:00 to 6:00 during the week and 12:00 to 5:00 on Saturday and Sunday. There will sometimes be additional volunteer opportunities at locations such as PetSmart or other adoption fairs. We will post sign-up sheets for these events. Please be sure you will be attending the event before you sign up.
2. Because of the limited space in the shelter, we request that all volunteers call in before arriving to volunteer. This will give us the ability to better utilize the volunteers we have, and will give you a better volunteer experience. Shelter number is 956-425-7297
3. When you arrive at the shelter to volunteer, please make sure you sign in at the desk. All volunteers must have a name tag on their shirt while they are here, volunteer name tags are black. Do not use the red name tags, they are for community service people.
4. For your safety, when volunteering at the shelter or at an off-site shelter event you are expected to wear appropriate clothing and footwear. Shorts are acceptable as long as they are not shorter than the end of your fingertips. NO tank tops, no sandals of any kind, no dangling jewelry (necklaces, earring, bracelets).
5. As stated in the Junior Volunteer application, any volunteer between the ages of 10 and 15 must be accompanied by a parent or guardian. One adult may supervise one or two volunteers unless prior approval by the manager or director has been given.
6. If you are asked a question by people visiting the Humane Society, you must refer them to a staff member. Only staff members may give out information regarding the animals in our shelter, or give any kind of instruction on the care of those animals.
7. If you are bathing a dog or puppy, ALWAYS make sure the pet is safe while you are doing this. The only thing you should be using to bathe with is Dawn dish soap, unless you have specifically been instructed by a staff member to use something different. Always make sure the animal is rinsed completely, to prevent skin irritation after the bath. Dry them as completely as possible before

returning them to their enclosure. It is very important that the animals are dry to prevent them from becoming sick.

8. When walking dogs, always make sure you check the cage card before removing the dog from the enclosure. ONLY adult dogs are allowed outside, puppies are not to be taken to the yard to ensure they do not get exposed to any diseases that may be in the environment. There is a sample of cage cards attached, please make sure you are comfortable with the things on it. As always, if you are uncertain of the status of the dog you may ask any staff member to advise you.
9. To prevent any injury to you or the dog, make sure you have the collar on properly and ALWAYS have the leash handle around your wrist. ONLY walk dogs you are comfortably able to control. Dogs must be walked only on the shelter property, they are not allowed to be walked on the street or in the lot behind the spay/neuter clinic.
10. When walking dogs outside where other dogs are being walked, do not allow the animals to get close to each other. This is to prevent any potential aggression issues, as well as limit any potential spread of disease between animals.