

#### **Volunteer Steps**

# Hendricks County Humane Society (HCHS) 3033 East Main Street, Danville, IN 46122 317-745-3338

#### **Steps to becoming a HCHS Volunteer:**

 Attend a Volunteer Information Session. Orientation is designed for you to gain important information about Hendricks County Humane Society. More specifically, the history of HCHS, who we are, our mission, our programs, our events, etc. You will meet some board members, take a facility tour, and partake in Q&A roundtable. Additionally, you will learn about the various volunteer opportunities available; i.e., dogs, cats, events, our building, education, fostering, etc.

#### **Orientation Session Dates**

Second Tuesday of each month. 7:00 PM to 9:00 PM

- Complete a Volunteer Application. Following your orientation session, you will complete a Volunteer Application form, pay your \$15 membership fee (cash/check/charge), receive a T-Shirt and signup in your area(s) of interest.
- 3. **Your First Day.** As a new HCHS Volunteer, you will partner with an experienced volunteer or board member at their first event.
- 4. Welcome and Thank You! You are now a Hendricks County Humane Society Volunteer!

#### Sign Up for Volunteer Information Session:

Name:								
Address	:							
	Street	City	Zip					
Phone:								
	Home	Cell	Work (if calls wanted or allowed)					
E-Mail: _								
	nfirm that I am age 1	<u>16 or older</u> .						
	☐ I confirm that I am a <b>Junior Volunteer</b> , <u>under age 16</u> . — <b>Adult Volunteer must accompany Junior Volunteer</b> .							
Signatur	e:							
			Date					



### **Hendricks County Humane Society Volunteer Opportunities**

Hendricks County Humane Society (HCHS) is an organization that educates our community about the needs of animals and provides animal care through direct and indirect animal contact in Hendricks County. Your support is desperately needed!

If you would like to join us in supporting the animals of Hendricks County all you need to do is.....

- Join the Humane Society there is an initial membership fee of \$15.00 which includes a T-shirt, a Volunteer Handbook, and a membership card that allows you a 10% discount at Speck's. Memberships are renewable each year.
- Complete a volunteer application. Applications can be picked up at the HCHS Office at 3033 East
   Main Street, Danville or you can download an application from our website:
   <u>www.hendrickscountyhumanesociety.org</u> Bring your completed application to the next Volunteer
   Orientation meeting. Meeting dates can be found on our website
   <u>www.hendrickscountyhumanesociety.org</u>, facebook.com/hendrickscountyhumanesociety.org, or you can
   call our office at (317-745-3338). Office hours are noon to 4 p.m. Monday, Wednesday, and Friday.

#### **Volunteer Opportunities:**

Below you will find a brief description of HCHS Programs, Committees, and Events. Please refer to this list when filling out your Volunteer Application.

#### Adoption Committee Events:

Local rescue groups bring adoptable dogs and cats to our facility most Sundays from noon to 4 p.m. Humane Society cats can be adopted on Monday, Wednesday, and Friday afternoons from noon until 4:00 p.m. We need volunteers to help on Sundays, help with cat adoptions during the week when we are open, prepare adoption materials, assist with community adoption requests such as Fair on the Square, Schumacher Adoption Day, K-Kids at Danville's Farmers Market.

#### **Building & Grounds Committee:**

Assist the Building and Grounds Chairperson with the general maintenance and upkeep of the HCHS building and grounds. Help is needed mowing, trimming, weeding, washing windows, sweeping floors, cleaning doors, mopping, dusting, vacuuming, cleaning pet bowls, pet towel and blanket laundry, etc.

#### **Publicity Committee:**

Assist the Publicity Chairperson by writing articles for our newsletter, creating publicity flyers, distributing flyers and newsletters, Twittering, Instagram, and other things that help to spread the work about HCHS.

#### Volunteer Committee:

Assist the Volunteer Committee Chairperson in all aspects of the Volunteer Committee. Introduce new volunteers to the needs of HCHS and make certain their services are being used immediately. Assist the Volunteer Chairperson in keeping volunteers connected to the Humane Society by making phone calls, organizing craft-making meetings, working on special projects, etc.

#### Pet Food Pantry Committee:

Assist the Pet Food Pantry Chairperson with organizing and running the Pet Food Pantry. Volunteer needs include:

Pick-up dog food for Food Pantry Assist on Evening of Food Pantry Bag dog food for Food Pantry

#### Fundraising:

Join this lively committee in planning our fundraisers such as our Wine Tasting event in November, Polo Match in September, and Photos with Santa in December. Help the 2<sup>nd</sup> Monday of each month at our Chip and Clip Clinic.

**Dogtona!:** Spring Break for dogs includes games, vendors, exhibits, pet massage, food, dog competitions, dog tricks, etc. A totally indoor activity FOR, WITH, and ABOUT the family dog held the 3<sup>rd</sup> Saturday of March at the HC Fairgrounds – Expo Hall. You will be totally immersed in dogs of all sizes, shapes & fur. Our job is to encourage the whole family to have an inexpensive fun day with their dog while making money for our wide spectrum of programs. To that end we need folks taking on such chores as: publicity; booking animal related exhibitors; inviting not-for-profit animal related organizations (rescues/shelters/supportive groups); 'manning' games; obtaining overall sponsors; developing new games/ideas/themes, etc. Committee starts gearing up in August. All are welcome.

#### Animal Caretakers:

Assist with the immediate needs of dogs and cats who are being cared for by HCHS. Volunteer opportunities include transporting animals to the Spay/Neuter Clinic, Feline Cuddlers, Litter Box Scoopers, cleaning carriers used for animal transporting, etc.

#### **Education:**

Assist with educating the community about the needs of animals. Design humane education programs, teach Scout troops, Public Speaking, teaching Pet Responsibility in classrooms at area schools, develop a summer camp at our building, develop a Read to the Kitten program, etc.

#### Adoption Counseling:

Prepare questions to ask potential adopters about how they will care for their new pet, assemble a packet of information for each adopter to take home, be at our adoption events and at our office when we are open to provide counseling on bringing a new pet home, handling certain behavior issues, housebreaking, etc.



# Volunteer Application Hendricks County Humane Society (HCHS) 3033 East Main Street, Danville, IN 46122 317-745-3338

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T-Shirt	Received D	Date:/	/			
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Addres	SS:					
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Phone						
1 110110	Home		Cell		Work (if calls wa	anted or allowed)
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Area c	of interest fo	or Volunteer	i <mark>ng include</mark> : (Please	o chock all t	hat annly)	
				CHECK All L	Building and Grounds	
	<ul><li>Adoption Committee Events</li><li>Adoption Counseling</li></ul>			П	5 / 5 / 5 /	
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				П	Volunteer Committee	
	Dogtona!					
	Education				Wine Tasting	
	Fundraising					
	Other: Exp	olain				
Days a	and/or time:	s I am availa	ible to Volunteer:			
	Monday	AM				
	Tuesday	AM	PM			
	Wednesday	AM	PM			
	Thursday	AM	PM			
	Friday	AM	PM			
	Saturday	AM	PM			
	Sunday	AM	PM			
	Other notes or	specific dates:				

## Volunteer Application (continued)

Age Requirement Information							
□ I confirm that I am an ADULT, age 16 or older.							
□ I confirm that I am a YOUTH, under 16. – Adult must accompany Youth Volunteer.							
Signature:							
	Da	te					
Emergency Contact Information							
Name:							
Address: Street	City	Zip					
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Phone:		 Vork (if calls wanted or allowed)					
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Dhata Dalaga							
Photo Release I agree that HCHS may photograph me while participating in volunteer activities, and I hereby release							
any such photographs to HCHS for use in its programs, publications and purposes.							
Volunteer Signature:	Date						
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Waiver and Release of Liability, Indemnification, and Hold Harmless Agreement In consideration of HCHS accepting my application for participation in HCHS programs, I agree to release and hold harmless HCHS from and against any and all loss, damage, claims, liability, costs, and expenses, of any nature whatsoever, including without limitation attorney's fees and disbursements, arising from or occasioned by my participation in HCHS' programs. I understand there are certain risks inherent in handling animals and I accept those risks. I understand if an accident or injury should occur, that I will seek any necessary medical attention utilizing my own medical insurance, and I will be responsible for any resulting medical bills.							
Volunteer Signature:	Date						