



729 E. Hoffer St.  
Kokomo, Indiana 46902  
(765) 452-6224

**Paulla Shook, Volunteer Coordinator**  
765)452-6224, extension 4  
Volunteer@kokomohumane.org

**For Office Use Only:**

Date Contacted: \_\_\_\_\_

Email                       Phone

Orientation date: \_\_\_\_\_

Interview date: \_\_\_\_\_

Training date: \_\_\_\_\_

\$5 fee paid \_\_\_\_\_ Entered \_\_\_\_\_

Orientation

Interview

Training

\$5 Fee

*"You've never really lived until you've done something for someone who can never repay you." -Unknown*

**Thank you for your interest in volunteering with the Kokomo Humane Society!  
Volunteers are an extremely important part of our organization.**

**VOLUNTEER REQUIREMENTS**

· Volunteers must be at least 16 years old to volunteer alone. Ages 10-15 are welcome to volunteer with a trained adult volunteer with them **at all times.**

· All volunteers must have proof of medical insurance as well as a current tetanus vaccination on file with the Volunteer Coordinator prior to any involvement with the animals.

· Any court ordered community service must be completed with the Shelter Administrator. This form is not to be used with court ordered community service.

· Volunteers must attend a Volunteer Orientation, interview and a Volunteer Training session prior to any work with the animals. At the time of Orientation a \$5 material handling fee **will be required.** This will assist with the payment of software and your handbook.

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

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

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_ DOB: \_\_\_\_\_

Are you 16 years or older?  Yes  No If not, when? \_\_\_\_\_

(\*\*If NO, do you have a parent/guardian willing to come with you to volunteer?  Yes  No)

Are you currently: \_\_\_\_\_ Retired \_\_\_\_\_ Employed \_\_\_\_\_ Unemployed \_\_\_\_\_ Student

Current Employer or Previous Employer: \_\_\_\_\_

Have you volunteered before?  Yes  No If so, where? \_\_\_\_\_

How did you hear about KHS? \_\_\_\_\_

Have you ever committed a felony  Yes  No Explain \_\_\_\_\_

**We have many ways to help out the animals at KHS!**

**Read below for our positions and check those that most interest you! There are separate applications for those interested in specific positions. These are not extensive, they just allow us to organize more efficiently and allow for those interested to stay in contact with staff.**

\_\_\_\_\_ **Dog Walkers-** Work with animals to provide exercise, love and help continue to improve social skills in animals. Additionally, assist in teaching dogs manners and simple commands.

\_\_\_\_\_ **Cat Socializer-** Our kitties are very social animals and need cuddling & human bonding time. Position may also entail showing animals to potential adopters, assisting the staff with cleaning cages and providing toys and food to the animals.

\_\_\_\_\_ **Animal Care-** Make our animals irresistible for adopters! As a shelter volunteer you should be willing to provide animal care such as grooming, bathing, brushing, trimming nails, feeding, cleaning kennels & inspecting for overall health conditions. Volunteers should also plan on getting wet, dirty and be able to lift at least 40lbs.

\_\_\_\_\_ **Petco Habitat Care Takers** -Commit to at least 1 day a week (either AM or PM shift of your choice) to help care for the cats at our Kokomo Petco store. All supplies are there for you. Care involves scooping litter boxes, ensuring the cats have food/water, and socializing the animals.

\_\_\_\_\_ **Community Events-** Volunteer to represent KHS at community events as needed such as: Pet Expo, Petco Adoption Events, Barktober Fest, etc.

\_\_\_\_\_ **“Open Arms” Foster Parent-** Provide a temporary home for orphaned, sick, or injured animals. An additional application as well as training class will need to be completed.

\_\_\_\_\_ **Environment Sanitizer-** Though not the most glamorous task we have to offer, it is something that is much appreciated around the shelter. This task would include washing bowls and toys, changing cat litter, scooping poop, organizing closets/cabinets, cleaning kennels/cages and mopping the floor if needed. This position also includes the laundry. We try to provide each animal with a blanket or towel. Laundry piles up quickly and it is difficult for our staff to keep up with it. If you don't mind to get your "paws" dirty, this position would help our loved animals a lot by providing a clean and organized place to live in during their transition to a new home!

\_\_\_\_\_ **Greeter/Matchmaker-** Be available in the cat/dog areas to greet potential adopters, answer questions for them, and assist with meeting & greeting animals and completing the adoption process.

\_\_\_\_\_ **Laundry Room Attendant-** Available to come in to do laundry for 30 mins to an hour one day a week. This helps cut back on staff stress and allows them to focus on the kennel cleaning/building cleaning more efficiently.

\_\_\_\_\_ **On- Call Kennel Assistant-** This position is vital. This is an on-call position that allows a volunteer to assist in the morning cleanings before open. As we have a small amount of paid staff, when one is unable to make it in to work we will need a stand in. This consists of cleaning runs, kennels, feeding animals and bathing if needed.

\_\_\_\_\_ **Transport (General/Wildlife)** - We are in dire need of volunteers who are interested in transportation. On occasion we receive injured wildlife that needs transported to Wildcat Creek Wildlife Reserve in Delphi. We also may need general transport to events, Petco, etc. If you are interested PLEASE apply.

Please let us know any specific skills you have that would be helpful to you as a volunteer:

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**Volunteer Availability: Volunteers are welcome at the shelter during regular shelter business hours- Monday & through Saturday 12-5 pm**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

We understand that your schedule may change and these times are not fixed. We just ask that you try to commit at least 4 hours per month.



**•Kokomo Humane Society•**  
**729 E. Hoffer St, Kokomo IN 46902**  
**Phone: 765-452-6224**

**VOLUNTEER AGREEMENT:**

My services to KHS are provided strictly in a voluntary capacity as a volunteer.

My services are furnished without any employment-type benefits, including employment insurance programs, worker’s compensation accrual in any form, vacations, or sick time.

I will familiarize myself and comply with the KHS policies and procedures applicable to volunteers. In particular, I fully understand that the KHS experts high standards of moral and ethical treatment of the animals under its care. I will adhere strictly to these standards in my capacity as a volunteer. I will follow the policies, procedures, and safety precautions of the KHS, and follow the instructions/directions of the staff of the KHS. I understand that the KHS, without notice or hearing, may terminate my services as a volunteer at any time, with or without reason.

I understand the potential safety risks of working with animals and of bringing home illnesses from the shelter to personal pets. I will practice reasonable health hygiene and adhere to the hygiene policies of the KHS. **I am covered by a health insurance plan, and I am current on my tetanus vaccination and will provide proof of both.**

I understand that the handling of animals and other volunteer activities on behalf of the KHS may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representatives, and assigns, I hereby release, discharge, indemnify and hold harmless the KHS and its directors, officers, employees and agents from any and all claim, causes of actions and demands of any nature, whether known or unknown, arising out of or in connection with my volunteer activities on behalf of the KHS. Understanding that public relations are an important part of a volunteer’s activities on behalf of the KHS, I hereby authorize the KHS to use any photographs of me in its possession for public relations purposes. I ask that the KHS use reasonable efforts to give my advance notice of any such use, but such notification is not a condition to release photographs for public relations purposes.

If you are under 18, we must have your parent or legal guardian’s signature on this form prior to volunteering. By signing below, I hereby accept these TERMS AND CONDITIONS.

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Parent/Guardian name (under 18), please print:** \_\_\_\_\_

**Parent/Guardian Signature (under 18):** \_\_\_\_\_