VOLUNTEER APPLICATION

We are delighted you have an interest in becoming a volunteer with MACC. Tails are waggin' and the purrs are in the air!

Upon receipt of your application, we will contact you with dates of upcoming information sessions. Please mail or drop off the completed application with the $20 application fee to: Volunteer Coordinator, Minneapolis Animal Care & Control, 212 17th Ave N, Minneapolis, MN 55411

Note: Applicants must be at least 16 years of age. All minors must attend the orientation with a parent or guardian.

First Name:_____ Last Name:_____

Address:_____

City: _____ State: _____ Zip:_____

Home Phone: _____ Cell Phone: _____

Occupation: _____ Employer: _____

Business Phone: _____ Primary Email: _____

If under age 18, please list your current age:_____

Emergency Contact:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____

Address: _____

Adult T-Shirt Size: S____ M ____ L _____ XL ___ XXL _____

In order to best serve the public, it is necessary for volunteers to be available a minimum of four (4) hours per month. Please fill in the number of hours and days you are available to volunteer. We are closed on Sundays and holidays.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please add any comments about your schedule that may limit your volunteer work:

_____

_____

Please select only TWO AREAS. Please number the boxes in order of preferences, with #1 as your preferred choice. Initially, MACC staff will assign you to a primary area. Other programs can be added based on your availability and MACC needs.

	Animal Services – Cat Cleaning, Feeding, Socializing, Brushing		**Animal Services – Dog** Walking, Cleaning, Bathing & Grooming		**Community Educator** Talking with the Public about Responsible Pet Ownership & Bite Prevention
	Special Events Distributing Flyers in Community, Tabling at Events, Talking with the Public		**Housekeeping & Enrichment** Laundry, Dishes, KONGS, Cleaning		**Office / Clerical** Greeter, Office Work, Digital Photography, Flyers/Adoption Packets
OTHER (Please Specify)					

Other special skills or interests you would like to share with us (photography, graphic design, videographer, musician, PR contacts, data input, create signs or banners, etc.):

_____

_____

We are always looking for volunteers with public speaking and community relations experience. Are you interested in this kind of professional support? If yes, please describe your past experiences in the aforementioned areas:_____

_____

Are your volunteer hours required for a class/community service credit? ☐ Yes ☐ No
If YES, how many hours are required? _____ By what date? _____

Name of service organization requiring service hours_____

How did you hear about MACC's Volunteer Program?

_____

Why do you want to become a volunteer with Minneapolis Animal Care & Control? What do you expect to accomplish?

_____

_____

What type of experience do you have with animals?

_____

_____

How long/often do you expect to volunteer at the animal shelter?

_____

_____

Where have you done volunteer work before?

_____

_____

What other animal welfare, animal rights or rescue organizations are you affiliated with now or in the past?

_____

_____

_____

Do you have any experience working with the public?

_____

_____

While we try our best to help each animal in our care find a home, there are instances when an animal, due to space, medical, behavioral issues, or other reason must be humanely

euthanized. Although you will not be involved in the process, we would like to know how you feel about it.

_____

_____

_____

_____

Have you ever been terminated or dismissed from paid employment or a volunteer program? If so, why and from what agency, department or company?

_____

_____

_____

Have you ever been convicted of a misdemeanor, felony, or are charges pending?
☐ Yes ☐ No (year/charges)

_____

_____

What animal companions do you have or have you had in the past?

_____

_____

If you currently own pets, are your animals currently licensed with your city? ☐ Yes ☐ No

References: Please list two individuals (not related to you) who would have knowledge of your skills and qualification:

_____
Name Phone Relationship

_____
Address City State Zip # of years known

_____
Name Phone Relationship

_____
Address City State Zip # of years known

VOLUNTEER AGREEMENT

In signing the application, I understand and agree to the above policies and following statements:

1. I will never strike an animal, or handle an animal in such a way that it would be construed as rough or abusive. I will always exercise compassion and care with the animals.
2. I authorize Minneapolis Animal Care & Control to seek emergency medical treatment for me in case of accident, injury, or illness.
3. I agree to abide by the MACC policies and procedures presented to me during volunteer training and as updated thereafter.
4. I have read, and agree and will abide by the volunteer policies and procedures listed in this application.
5. I have read, agree and will abide by MACC's policies.
6. I will take ideas, constructive comments, suggestions, and criticisms directly to the Volunteer Coordinator or another supervisor.
7. If communication problems develop between employees or other volunteers and me, I will report these to the Volunteer Coordinator (as soon as possible).
8. I will NOT speak to any member of the "media." I will direct all "media" requests to the Volunteer Coordinator. The term "media' includes all T.V., radio or print reporters, producers, photojournalists or print media, and/or anyone else associated with these mediums, including electronic communications.
9. I agree not to provide information to (or about) former owners of animals, adopters of animals, animals housed at the shelter, employees or volunteers to anyone unless my supervisor has approved divulging such information.
10. Photo authorization: I expressly grant MACC, and to its employees, agents, and assigns, the right to reproduce an image of me and/or my pet in connection with the exhibition and publication of media including, but not limited to, live presentations, database records, slide shows, and print materials.
11. I agree to make a volunteer commitment of at least six (6) months. I also agree to work a minimum of four (4) hours per month to stay active in the program,
12. I understand that my volunteer assignment may be terminated at any time at the discretion of the Volunteer Coordinator or my supervisor.
13. Volunteers who fail to comply with safety rules and animal care protocols will be subject to disciplinary action up to and including termination.
14. I will not possess, use, sell or be under the influence of drugs or alcohol while on City of Minneapolis property, premises or while volunteering at MACC functions.

15. As a condition of being accepted as a volunteer with the City of Minneapolis Animal Care & Control, I agree to maintain a high degree of ethical standards and be law abiding in all respects. I further acknowledge and agree to a background check to determine by driving record and any criminal proceedings against me (when applicable). Should any unethical or illegal behavior be discovered, this may jeopardize my eligibility to volunteer.
16. I am offering my time and services to the City of Minneapolis Animal Care & Control purely as a volunteer and without any expectations of payment of any kind. I understand that I will not be compensated for such services in any way. I hereby waive any claim for wages for the time and services volunteered by me.
17. I am at least 16 (sixteen) years of age.

I verify that all of the above information is true, complete, and correct, and I understand that if it is not, I am disqualifying myself for a volunteer position. I also understand that I am applying for a volunteer position and that this is not an application for, or contract for, employment. I authorize the above references to give MACC any pertinent information they may have and authorize investigations of all statements contained herein.

_____

Volunteer Signature **Date**

_____

Signature of Parent or Guardian (if under 18 years of age) Date

Thank you for your interest in volunteering to help the people and animals in the care of Minneapolis Animal Care & Control.

You will be contacted about attending an upcoming orientation session when your application has been screened and accepted. The needs of MACC will be taken into consideration when selecting volunteers.

Please be patient. Orientations often fill up many months in advance.

(Office Use Only)
Received ___/___/_____
Entered ___/___/_____
Initials_____
Shirt: Y N
Nametag: Y N
❑ Complete
❑ Database