

## VOLUNTEER APPLICATION

On behalf of the Cedar Rapids Animal Shelter, our dedicated volunteers and our shelter animals, we would like to thank you for your interest in volunteering at the Cedar Rapids Animal Shelter.

Please sign and return this [Volunteer Application](#) along with the [Volunteer Program Guidelines and Procedures](#) to Friends of the Cedar Rapids Animal Shelter, PO Box 10111, Cedar Rapids, IA 52410. As our volunteer office is staffed completely by volunteers, we would like to thank you for your patience while we process your application. Applicants will receive an invitation to attend an orientation and training session where we will match your interests and skills to a volunteer opportunity. For more information, get the date of our next orientation or to follow-up on an application already submitted, please call the Shelter.

<b>PERSONAL INFORMATION</b>	
Full Name	Date
Street Address	
City, State & Zip	Birthdate
Home Phone	Email
Mobile Phone	Best method for contact? Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/>
How did you hear about the volunteer program?	Have you adopted an animal from the CRAS? Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other <input type="checkbox"/> Date:
Why do you wish to volunteer at the CRAS?	
<b>EMPLOYMENT INFORMATION</b>	
Employer	
Occupation	Work Phone
Education/Training Circle last year completed 9 10 11 12	College Degree(s)
Vocational Training	May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>

**EMERGENCY INFORMATION**

Emergency Contact

Emergency Phone

Please describe any medical conditions/ restrictions (i.e., allergies, asthma, lifting restrictions)

**STUDENT INFORMATION**

Name of School

GPA

Program

If you are volunteering as part of a program, how many hours do you need to complete?

Do you plan to continue volunteering after your school requirement has been fulfilled?

Yes  No **VOLUNTEER INTERESTS**

We are currently recruiting for the following volunteer positions at the Cedar Rapids Animal Shelter. There are a wide variety of positions available and we encourage volunteers to indicate their positions of interest. We are eagerly seeking volunteers willing to commit to specific volunteer positions at regularly scheduled times.

**Adoptions Counselors:** There are few activities more rewarding than seeing a shelter animal depart the facility destined for a new home. Participating in this process is extremely rewarding and a great way to contribute. Adoption Counselors meet and greet the public, answer questions and assist with matching potential adopters with an animal that best fits their lifestyle.

Yes  No 

**Cat Socialization:** For cat loving volunteers, there are a wide variety of feline residents patiently but eagerly seeking some much welcome socialization.

Yes  No 

**Dog Walker:** Dog walking is great for both ends of the leash. Stop walking in circles at the mall and bring your walking shoes out to the Cedar Rapids Animal Shelter. Dog walkers provide much exercise, socialization and basic training for the shelter dogs. This is a great activity to do as a group and an opportunity to socialize with other volunteers.

Yes  No 

**Feeding & Cleaning:** It's an enormous responsibility ensuring that the shelter animals have food, water and clean kennels. This is not a glamorous position but it is an extremely important position and the hard working shelter staff can use assistance with this task thereby making them available for other important responsibilities.

Yes  No 

**Grooming:** Groomers can make an enormous contribution by offering a free or low-cost shampoo and set for shelter dogs needing a make over prior to a photo shoot or community outreach event where good looks really count. A well-groomed dog is always a more adoptable dog.

Yes  No 

**Maintenance:** Bring your maintenance and handy skills and assist the Shelter with grounds maintenance, basic repairs, painting and small improvements.

Yes  No 

**Foster Care:** Foster families provide invaluable temporary housing and care for shelter animals that are recovering, injured, juvenile or who are not yet available for adoption. Foster caretakers provide a safe and clean environment for foster animals, provide food, water, exercise and dispense medication as needed. Being a foster caretaker also frees up space for other animals.

Yes  No 

**Administrative:** Assist the Volunteers with various administrative and clerical tasks including data entry, research and reaching out to prospective volunteers. Most of these positions can be performed from your home office. Volunteers can also assist in the Shelter office with administrative and clerical tasks. Candidates must have good communication skills and basic knowledge of Microsoft Office.

Yes  No

**VOLUNTEER INTERESTS (Continued)**

**Transportation:** Use your own vehicle to transport shelter animals to and from public events, medical appointments, rescue groups or foster homes. Must be 18 years of age or older. Proof of valid driver's license and current auto insurance is required.

Yes  No

**Shelter Outreach:** Serve as a dog handler or assist with setting up and staffing tables, handing out brochures and miscellaneous information at shelter outreach and other public events throughout the Cedar Rapids metro area. We also seek a volunteer with leadership skills to scout out potential new events and locations, build community relationships and to increase awareness and publicity for the shelter animals.

Yes  No

**Breed Rescue Advocacy:** Advocates are the public voice of the shelter animals and play a strategic role in our success. Use your knowledge, experience and compassion to advocate for a particular animal or breed with breed rescue organizations, humane societies and other animal welfare groups throughout the Midwest.

Yes  No

**Fund Raising:** Fund raising is crucial to realizing our organization's mission and goals. To fund our efforts we seek a volunteer with leadership qualities and fundraising experience to assist our organization with developing fundraising strategies and goals.

Yes  No

**AVAILABILITY**

Please indicate your preferences for days and hours of the week you are available for a volunteer position. Shelter positions must be performed during normal business hours.

Please indicate your availability to volunteer. While we appreciate every hour of volunteer service, if you are able to commit to a regular schedule, please indicate the frequency at which you can volunteer.

	8-10 AM	10-2 PM	12-2 PM	2-4 PM	4-6 PM	6-8 PM	FREQUENCY
Monday							Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

**SKILLS**

Please describe in detail any education, experience, vocational, technical skills and volunteer experience that you can bring to your volunteer service.

---



---



---



---



---



---



---

Please read the following paragraphs carefully before signing.

I hereby authorize the Cedar Rapids Animal Control, hereafter known as CRAC, to seek Emergency Medical Treatment in case of accident, injury or illness. I acknowledge my understanding that the handling of animals and other volunteer activities may place me in a hazardous situation and could result in injury and I assume that risk. I agree to hold harmless the CRAC, all employees, all volunteers and the City of Cedar Rapids from any liability whatsoever arise from my participation in the CRAC Volunteer Program. In consideration of being allowed to participate in the CRAC Volunteer Program, I hereby release the CRAC, all employees, all volunteers and the City of Cedar Rapids from all liability for injuries I might receive in my volunteer activities on behalf of the CRAC.

I understand that I must attend a volunteer orientation and training session and sign the Volunteer Application before I will be allowed to volunteer for the CRAC.

Understanding that public relations are an important part of a volunteer's activities on behalf of CRAC, I hereby authorize the CRAC to use any photographs of me in its possession for public relations.

I understand that as a volunteer I may have access to privileged or confidential information and disclosing such information to the general public or other entities will result in immediate dismissal from the CRAC Volunteer Program.

I understand that volunteers under the age of 18 will work under adult supervision at all times.

I certify that all information provided is accurate and true. It is with my signature that I acknowledge that I have read and understand this form and agree to work under all the rules and regulations as set forth in the CRAC Volunteer Program.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* Parent signature is required for volunteers under the age of 18. This signature must be witnessed by shelter staff.

**FOR OFFICE USE ONLY**

Orientation completed by	Date

Please sign and return this Volunteer Application along with the Volunteer Program Guidelines and Procedures to:

Friends of the Cedar Rapids Animal Shelter  
PO Box 10111  
Cedar Rapids, IA 52410