



If you love animals, love being around animals or love the idea of helping animals, then you'll want to consider volunteer opportunities with Operation Kindness. Volunteer opportunities abound for those who care about animals. Volunteers are needed seven days a week and can work in the shelter, from home or at a variety of community events. Plus, fur fixes are guaranteed!

### Volunteer Guidelines and Requirements

- ◆ The minimum age for volunteering is 6 years. There is no maximum age!
- ◆ A parent or legal guardian who is an active volunteer must accompany junior volunteers, aged 6 through 16, while volunteering and **must be interacting together at all times**. There is separate 1-hour training for ages 6-12, and there must be one adult per child in this age bracket. Junior volunteers must have written parental consent.
- ◆ All volunteers must abide by shelter rules and regulations. If the legal guardian can not convey this to the junior volunteer, they will be asked to leave for the safety of the child.
- ◆ Youth groups can volunteer for special projects when accompanied by adult counselors. Call us for more information.
- ◆ To be an **active** volunteer, you must work at least one of the following:
  - (1) a minimum of six hours a month in the shelter;
  - (2) a minimum of six events a year;
  - (3) on a volunteer committee; or
  - (4) as an active foster parent.

*If you do not meet one or more of the above, your status as a volunteer will become inactive.*

- ◆ There is a **one-time volunteer enrollment fee** of \$30 for adults or \$20 for junior volunteers aged 6 through 16 and seniors 65 and older. The volunteer fee is paid at the time of your orientation. This enrollment fee covers your volunteer t-shirt, laminated name badge, volunteer handbook and administrative costs.

### The Benefits of Volunteering

- ◆ All active volunteers receive the monthly *Volunteer Connection* newsletter.
- ◆ Although all of our volunteers are outstanding, we recognize one exceptional volunteer each month and present them with Operation Kindness' **Volunteer of the Month** award. Volunteers and their families are invited to our annual holiday party in December.
- ◆ Best of all, you will have the warm feeling of satisfaction knowing that your efforts have helped animals in need.

Here are some of the volunteer opportunities that are available:

### Working With the Animals

- ◆ Walk dogs
- ◆ Clean cages and litter boxes
- ◆ Bathe/brush cats and dogs
- ◆ *Open Paw* Training Program

### General Shelter Work

- ◆ General cleaning and upkeep
- ◆ Laundry
- ◆ Yard area maintenance
- ◆ Administrative

### Client Services

- ◆ Assist with paperwork, filing, telephones and greeting visitors
- ◆ Answering general questions
- ◆ Data entry
- ◆ Directing clients to the animal areas
- ◆ Room monitor to answer questions and direct clients

### Adoption Counseling

- ◆ Interview and counsel potential adopters
  - ◆ Oversee animal introductions to family/family pets
  - ◆ Complete adoption procedures and paperwork
  - ◆ Do follow-up calls to adopters
- Note: *Adoption Counseling requires additional, specialized training.*

### Special Volunteer Needs

- ◆ Take animals to visit the elderly in area nursing homes each month
  - ◆ Plan, coordinate and work at Operation Kindness events and community events
  - ◆ Foster parents to care for young, injured, ill or pregnant animals in their homes on a temporary basis
- Note: *Fostering requires additional, specialized training.*

**Operation Kindness** is located at **3201 Earhart Drive in Carrollton**—one mile north of Belt Line, two blocks west of Midway Road and one street south of Keller Springs.

The shelter is open to the public:  
Monday through Saturday from 11 am to 5:00 pm  
Sunday from 12 pm to 5:00 pm  
Thursdays 11 am to 8 pm

**Volunteers are needed seven days a week from 7 a.m. till 6 p.m. (Thursdays until 8 pm) and on all holidays.**

**For questions or more information, call (972) 418 - PAWS (7297), Ext. 230**



## JUNIOR VOLUNTEER APPLICATION

Thank you for your interest in volunteering. The following information is to be completed for all Junior Volunteers (parents will complete a separate Volunteer Application) ages 6 years through 16 years **along with 2 letters of reference**. The **INDEMNITY RELEASE** below must be signed by your parent or legal guardian, and this form must be on file with Operation Kindness before you can begin volunteering. Attendance at the age appropriate Volunteer Orientation meeting and a **\$20 enrollment fee along with a photo ID** are also requirements for volunteering. **REMEMBER: Junior Volunteers 6-16 years must be working side-by-side with their legal guardian at all times.**

### PLEASE PRINT ALL INFORMATION:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you 16 or older?  Yes  No Do you drive?  Yes  No If so, DL# \_\_\_\_\_ St. \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent's Address if Different \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

2<sup>nd</sup> Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you volunteering for community service hours for school?  Yes  No # of Hours \_\_\_\_\_

### AREAS OF INTEREST (Check all that you are interested in doing):

- \_\_\_\_\_ Kennel Work (walk dogs, clean cages, laundry)
- \_\_\_\_\_ Cat Room (clean litter boxes, clean cages, pet/brush)
- \_\_\_\_\_ General Help (sweep, laundry, mop, dust, clean windows)
- \_\_\_\_\_ Booth Events (assist at community events)

### INDEMNITY RELEASE SIGNED BY PARENT/LEGAL GUARDIAN:

I, [print name] \_\_\_\_\_, parent/legal guardian for [print name] \_\_\_\_\_, shall not hold Operation Kindness liable or responsible for, and Operation Kindness shall be saved and held harmless from and against any and all claims and damages of every kind, for injury to any person or persons and for damage to or loss of property, arising out of or attributed to, directly or indirectly, the operation or performance of the above-named volunteer under this agreement, including claims and damages arising in whole or in part from the negligence of Operation Kindness.

\_\_\_\_\_  
Signature of Parent/Guardian Date \_\_\_\_\_



## REFERENCE FOR VOLUNTEER APPLICANTS

Dear

Your name has been given as a reference by \_\_\_\_\_, who has submitted an application to become a volunteer at Operation Kindness. Operation Kindness is a nonprofit animal-welfare organization that cares for homeless cats and dogs in a no-kill environment. Because most of our volunteers will interact with the animals, our volunteers must be mature, responsible and of good character. Please complete this form and mail it to the address below or you may FAX it. We appreciate your time and assistance to help us assess the applicant's ability to fulfill the responsibilities of a volunteer in our program. All information you supply will be confidential.

Thank you for your help.

*Tomi D. Tucker*  
Volunteer Coordinator  
Operation Kindness  
3201 Earhart Drive  
Carrollton, Texas 75006  
972-418-7297 Ext. 230  
(972) 417-8956 FAX  
ttucker@operationkindness.org

NAME: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Have you worked or volunteered with the applicant?  YES  NO If YES, please explain: \_\_\_\_\_

Describe the applicant's reliability and willingness to carry out commitments such as volunteer work:

\_\_\_\_\_  
\_\_\_\_\_

Do you know of any issues that would affect his/her ability to work with and care for animals?  YES  NO

If YES, please explain: \_\_\_\_\_

Would you recommend the applicant for volunteer work with animals?  YES  NO

If NO, please explain: \_\_\_\_\_

Additional comments: \_\_\_\_\_

Would you entrust the care of your pet to this applicant?  YES  NO

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