



VOLUNTEER APPLICATION

Thank you for your interest in volunteering with Operation Kindness. We are always in need of dedicated, hard working volunteers. All Volunteers must complete an application, sign the Indemnity Release, and attend a Volunteer Orientation meeting before beginning to volunteer. (*Junior Volunteers ages 6 through 16 must complete a Junior Volunteer Application. The parent or legal guardian of volunteers ages 6 through 16 must also complete this application.*) **An enrollment fee of \$30 (\$20 for Junior Volunteers and Seniors 65 and older) is also required.**

STEPS TO BECOMING A VOLUNTEER

1. Complete and return the Volunteer Application, **along with 2 letters of reference and copy of a Photo ID.**
2. You will be contacted for a phone interview within a few days after your application has been received and reviewed.
3. An in-person interview will be scheduled with the Volunteer Coordinator
4. Complete additional required training, such as Dog Specialist, Cat Specialist, Clicker Training, etc. depending on your volunteer interests. The training sessions give you hands-on training and detailed instructions that you will need before you begin to work with the animals.
5. Get involved! Help the animals and have fun.

PLEASE PRINT ALL INFORMATION:

Name _____ Email _____
Address _____ City _____ State _____ Zip _____
Home Phone (_____) _____ Work Phone (_____) _____ Ext _____
Cell/Pager (_____) _____ Drivers Lic # _____ State _____
Occupation _____ Employer _____

If volunteering with family member(s), please list: _____

Are you 17 years or older? Yes No Date of Birth (mo/day/year) _____

Does your company do matching grants or have a Community Involvement Incentive Program? Yes No

Emergency Medical Contact: Name _____ Phone (_____) _____

Do you have allergies or physical conditions to consider when volunteering? Yes No If yes, please explain:

INDEMNITY RELEASE:

I, (**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, my performance as a volunteer under this agreement, including claims and damages arising in whole or in part from the negligence of Operation Kindness.

Signature _____ Date _____

To meet Operation Kindness' volunteer requirements, volunteers must work a minimum of six (6) hours per month at the shelter or six (6) events per year. Does your schedule permit you to meet this requirement? Yes No

Complete both sides of this application and return by mail or FAX to:

Operation Kindness
Attn: Volunteer Coordinator
3201 Earhart
Carrollton, TX 75006

FAX: (972) 417- 8956
Attn: Volunteer Coordinator
Phone: (972) 418 - PAWS (7297), Ext. 230

AREAS OF INTEREST (check all areas that you are interested in doing):

- Kennel Work** (walk dogs, clean cages, laundry)
- Cat Room Maintenance** (clean litter boxes, clean cages, pet & brush)
- General Help** (sweep, laundry, mop, dust, clean windows)
- Fundraising** (coordinate or assist with fundraising events and activities, distribute flyers, etc.)
- Computer data entry**
- Volunteer Committee** (contact volunteers for events, assist with training)
- Education and Outreach** (presentations to schools and community groups, tours, etc.)
- Telephone Committee** (thank you calls, adoption follow-up calls, calls to volunteers)
- Events** (assist with planning, set up and/or staffing at OK or community events)
- Adoption Counselor** (Interview and counsel adopters - *Requires additional training*)
- Foster Parent** (care for young, pregnant or recovering animals; *Foster application required*)

If you have a truck, van or SUV, would you be willing to use it to transport animals to events? Yes No

Are you available to volunteer weekdays between 11am & 5pm? Yes No

Special Skills: Carpentry Plumbing Electrical Other _____

Days Available: (check all that apply) Weekday Mornings Weekday Afternoons Thursday Evenings
 Weekend Mornings Weekend Afternoons

TELL US ABOUT YOURSELF! PLEASE ANSWER ALL QUESTIONS IN DETAIL.

Why do you wish to volunteer at Operation Kindness?

Tell us about your pets.

Tell us about your experience working with animals.

Have you done volunteer work before? Yes No If YES, tell us about your previous volunteer experience.

Any other comments you would like to add:

How would you prefer receiving the monthly Volunteer Newsletter? Email Mail

Have you ever been convicted of a felony? Yes No If YES, please explain the details of the offense:

What size t-shirt do you prefer? (standard sizes apply) Sm Med Lg XLg 2XLg 3XLg

I hereby attest that the facts contained in this application are true and correct to the best of my knowledge. I understand that failure to supply factual information will prohibit me from further consideration.

Signature _____

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: _____