



Dear Prospective Volunteer,

Thank you so much for your interest in giving of your time to help the animals at Operation Kindness. Our volunteers are so valuable, and we are excited at your interest in helping us care for the homeless pets until they find their forever homes.

Enclosed you will find some information on Operation Kindness along with a volunteer application and 2 letters of reference. Please fill out the application, have your references complete their letters, and return both to us by mail or fax (972-417-8956). Upon receiving your application and reference letters, I will contact you to set up interview and orientation times.

Please call me at 972-418-7297 x 230 or email at ttucker@operationkindness.org for any questions. We look forward to meeting you and getting you started here at the shelter.

Sincerely,

Tomi D. Tucker
Volunteer Coordinator



Volunteer With Us!



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 13 years. There is no maximum age!
- ◆ A parent or legal guardian who is an active volunteer must accompany junior volunteers, aged 13 through 16, at all times while volunteering. Junior volunteers must have written parental consent.
- ◆ 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 13 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. They receive a certificate of appreciation and are recognized in the newsletter as well as at the shelter.
- ◆ 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



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 13 through 16 must complete a Junior Volunteer Application. The parent or legal guardian of volunteers ages 13 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:

Attn: Volunteer Coordinator
3201 Earhart
Carrollton, TX 75006

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 _____



Dear _____:

Your name has been given as a reference by _____ who has submitted an application to be a volunteer at Operation Kindness. Operation Kindness is a nonprofit animal-welfare organization that cares for homeless or unwanted cats and dogs in a no-kill environment. We never euthanize an animal to make room for another. We care for all the animals we take in until they are adopted. Because most of our volunteers will interact with the animals, our volunteers must be mature and be of good character. We would appreciate your completing this form and returning it to the address or fax listed below so that we may make a decision on the applicant's ability to fulfill the responsibilities involved in our volunteer 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) 417-8956 Fax

How long have you known the applicant? _____

Describe the applicant's reliability and willingness to make a commitment such as this:

Do you know of any problem the applicant has that would affect his/her volunteering with animals?

Would you recommend the applicant for placement in a setting such as ours? yes _____ no _____

If not, do you feel he/she may be more suited for another type of volunteer agency?

Additional comments: _____

Would you entrust the care of your pet to the applicant? _____

Signature _____ Date _____