

MANSFIELD ANIMAL SHELTER - VOLUNTEER INFORMATION

175 Fruit Street, Mansfield, MA 02048 (508) 261-7339 www.mansfieldshelter.org

Depending on your availability and our needs, we might or might not be able to offer you a volunteer position.
We will keep your volunteer application on file if there are no current openings.

Name: _____ Email: _____
Street: _____ Town: _____ ZIP: _____
Home Phone #: _____ Cell#: _____ Work #: _____
Emergency Contact: _____ Relationship: _____ Phone #: _____

What age, if under 21? _____ (MUST BE 16 OR OVER)
If under 18, name of parent or guardian: _____

Have you volunteered before? Yes No If Yes, Where: _____
What animal experience have you had? _____

If you are a student: What year are you, and in what school: _____

Occupation and employer, if applicable: _____
Does your company provide matching gifts for donations or volunteer time? _____

On rare occasions an animal is too sick or too aggressive to be placed for adoption, and the ACO must make the decision to euthanize. Are you willing to accept that if you volunteer at M.A.S.? Yes No

Are you able to come weekly, make at least a 3 month commitment, and notify the shelter on occasions when you will not be present? _____

I WOULD LIKE TO VOLUNTEER:
_____ At the shelter: with Dogs with Cats
with Either
_____ Fundraising events/committees
_____ Fostering: Cat / Dog

Evenings Available (Approx. 2 HRS.)
_____ Monday (5:30PM – 7:30PM)
_____ Tuesday (5:30PM – 7:30PM)
_____ Wednesday (5:30PM – 7:30PM)
_____ Thursday (5:30PM – 7:30PM)
_____ Friday (5:30PM – 7:30PM)
_____ Sat. p.m. (4:30PM – 6:30PM)
_____ Sunday p.m. (3:30PM – 5:00PM)

<p>For Shelter use: Follow up by: _____ Date: _____ Volunteer will start on: _____ Comments: _____ _____ _____ _____ _____ _____ _____</p>

Mornings Available:
_____ Saturday a.m. (9:00 AM – Noon)
_____ Sunday a.m. (9:00 AM – Noon)
_____ Weekdays (9:30 AM – 11:00 AM)

By signing my name, I acknowledge that I am over 18 years old or that I am under 18 years old but over 16 years old and have my parent or guardian's permission to volunteer at the *Mansfield Animal Shelter*. I also understand that volunteering at the Shelter could present some risk of harm to me. I (and my parent or guardian if they sign below) agree to hold harmless the Mansfield Animal Shelter, the volunteers, the Mansfield Shelter Friends, Inc., the Animal Humane officer and the Town of Mansfield for any injury that I may suffer while volunteering at the Shelter.

Volunteer / **Date** _____ **Parent / Guardian** / **Date**

What You Should Know

About Volunteering at Mansfield Animal Shelter

Mansfield Animal Shelter appreciates its wonderful volunteers. Thanks to volunteers, we are able to provide excellent care for the animals. The guidelines below are designed to protect all parties, and avoid problems before they develop.

1. Assumption of Risk: All volunteers must understand that volunteering at the shelter could present some risk of harm to them. Volunteers must agree to hold harmless the Mansfield Animal Shelter, the volunteers, the Mansfield Shelter Friends, Inc., the Animal Humane Officer, and the Town of Mansfield for any injury that they may suffer while volunteering at the shelter, as stated in the volunteer's application.
2. Volunteers should understand that Mansfield Animal Shelter is not a no-kill shelter. If volunteers cannot accept that, they should not volunteer.
3. Volunteers who have disagreements with other volunteers, or with shelter policies, should report these issues to their shift captain, not to other volunteers.
4. Volunteers may not give information or represent the Mansfield Animal Shelter or Mansfield Shelter Friends to any media unless proper approval has been granted by the ACO or AWC or MSF. Failure to do so may result in release of volunteer.
5. If a volunteer is unable to come for his shift, he should contact his shift captain by email, phone, or as a last resort by leaving a message on the shelter answering machine.

Releasing a Volunteer

We've all heard the remark, "You can't fire me, I'm a volunteer!" Yes, it may be true that you're a volunteer, BUT volunteers should understand that volunteering at the shelter is a privilege. When a volunteer commits to be a part of the shelter organization, he/she is committing to follow the assignments and guidelines set forth by the A.C.O., the organization, and shift captain. Why? Because the Animal Control Officer is ultimately responsible, and the A.C.O. is the ultimate decision maker. There are times when it becomes necessary to release and replace a volunteer. There can be many reasons for it, including but not limited to:

- The volunteer does something completely contrary to shelter procedures and refuses to change.
- The volunteer does not come regularly to his/her shift.
- The volunteer is not productive, even after repeated counseling.
- The volunteer doesn't get along with the others at the shelter.
- The volunteer refuses to follow the leader's requests.

Volunteer's Copy

Office Copy Signed by Volunteer _____

By signing my name I acknowledge my understanding of the guidelines listed in this document.

Please Print Name: _____ Date: _____
