



Thank you for your interest in the Houston SPCA's volunteer program. Our mission is to promote respect for all animals and free them from suffering, abuse, and exploitation. To accomplish this mission the organization will shelter homeless animals, place animals into humane environments, promote humane education, investigate animal cruelty, rescue animals in distress, and serve as advocates for all animals.

We are always looking for volunteers to help us further this mission. However we ask that all volunteers are at least 15 years of age.

Below you will find our volunteer application. (If you are between 15-18 years old, you must also complete the insert.) Once completed, please return it to the HSPCA.

Upon approval of your application, you will be invited to a series of two orientation and training classes. Classes are held on Saturdays. All volunteers must attend both an orientation and a training class before they begin volunteering.

At the completion of orientation/training each new volunteer is asked to pay a one time fee of \$25.00. This cost includes one HSPCA t-shirt (the volunteer uniform) and a personalized identification badge. Additionally, a portion of this fee helps to defray the cost of insurance covering all volunteers while at the HSPCA.

If you have any questions, please do not hesitate to call the Staff and Volunteer Resources office at 713-869-7722, ext. 186 or ext. 129. Thanks again for supporting the Houston SPCA.

ALL FIELDS REQUIRED

Name _____
 Address _____
 City, State, Zip _____
 (home #) _____
 (work #) _____
 (cell #) _____
 (email) _____
 Workplace/School _____
 Birthdate (mm/dd/yy) _____
 Driver's License # & state _____

Are you related to anyone currently employed at the Houston SPCA? _____

Do you need to receive credit for hours worked?
 To whom do you report these hours? (please note that orientation will NOT count towards your required hours) _____

AVAILABILITY:

Please indicate two to three days and times you might be available to volunteer.
 Please keep in mind that our busiest times are evenings and weekends.

Monday _____
 Tuesday _____
 Wednesday _____
 Thursday _____
 Friday _____
 Saturday _____
 Sunday _____

Houston SPCA Hours of Operation:

The shelter is open for adoptions 7 days a week (Monday - Sunday) from 11 a.m. to 8 p.m. Volunteers may begin their work day as early as 8 a.m. Please note, some volunteer activities (i.e. mobile adoptions, special events, Forever Friends) may have different hours.

VOLUNTEER OPPORTUNITIES

ADMITTING - Receive incoming animals and assist in completing necessary paperwork. You must be 18 years of age & have 20 hours in Adoption Counseling/Client Care.

ANIMAL BEHAVIOR - Through our Forever Friends Program, volunteers work with our Animal Behavior Dept. and evaluate the adult dogs. This program increases the large dog's chance of adoption. Volunteers can also assist with/teach training classes for the public. A minimum of 20 hours in Large Dogs is required.

BARN - These volunteers assist the Barn Managers in feeding, bathing and socializing the farm animals. Since most of these animals come from cruelty situations, farm animal experience is required.

CLINIC/SURGERY - Help the veterinary staff process incoming animals and prepare them for adoption/surgery. Includes preparing vaccinations, cleaning ears, and general grooming. A minimum of 20 hours in an animal care area is required for this position.

DIRECT ANIMAL CARE - Assist approved adopters, clean cages, help with feeding, socialize animals. The areas are Large Adoptable Dogs and Puppies, Small Adoptable Dogs and Puppies, Cattery, and Small Mammals.

FOSTER CARE PROGRAM - Care for shelter animals in your home. These animals may be future adoption candidates that are too young, injured or ill at the time of admission OR animals have been health and temperament checked and are ready to be placed for adoption but the shelter may be too full or the animal may have been here too long. Any medicines and some supplies are provided by the HSPCA. Additional training is required.

CLIENT CARE/ADOPTION COUNSELING - Process adoption paperwork (including counseling), answer phones, take cruelty and lost & found reports and assist the public with general questions/directions. You must be 18 years old for this position.

MOBILE ADOPTIONS - Held at various locations throughout Houston, volunteers work to find homes for SPCA animals. Examples of locations include the Houston Zoo and Neiman Marcus.

"RETAILS" & "PET PARADE" - "Retails," located inside the Houston SPCA, provides supplies and pet-related gifts for adopters and other shoppers. The Houston SPCA also has a large retail booth at the Nutcracker Market. "Pet Parade" is our store and adoption center in Katy Mills Mall.

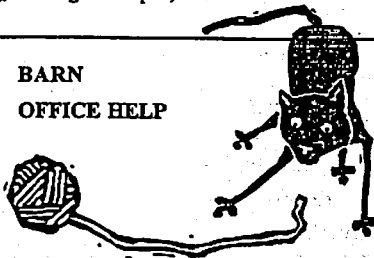
OFFICE HELP - Assist administrative staff with copying, stamping, mailing, filing, returning phone calls, shredding, stuffing envelopes, etc.

Please indicate your area(s) of interest at this time.

(See the top of this form for a description of each area.):

ADMITTING
 ANIMAL BEHAVIOR
 CLINIC/SURGERY
 DIRECT ANIMAL CARE:
 PUPPIES _____ DOGS _____
 CATS _____ OTHER _____
 SMALL MAMMALS _____

BARN
 OFFICE HELP
 CLIENT CARE & ADOPTION COUNSELING
 FOSTER CARE PROGRAM
 MOBILE ADOPTIONS
 "RETAILS"
 "PET PARADE"



ALL QUESTIONS MUST BE ANSWERED IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED

- Why do you want to be a Houston SPCA volunteer? How did you hear about us? _____

- Describe a previous volunteer experience that you had. What was the organization? How long were you a volunteer and how often did you participate? _____

- Volunteering at the Houston SPCA is not only animal related, it also involves constant contact with the general public. How do you feel about interacting with all types of people? _____

- Because the Houston SPCA has an open admission policy (accepts all animals regardless of breed, health, age or a fee for the admitter), there are, unfortunately, instances when animals have to be euthanized due to behavior, health or lack of resources. How do you feel about this? (Volunteers are *never* asked to participate in this area.) _____

- What are your thoughts on spaying and neutering? _____

- If you have companion animals of your own, please tell us about them. _____

- Please note any special skills, interests which you would like to share with the Houston SPCA as a volunteer. Please also let us know if you speak a foreign language. _____

- Do you have any physical, medical, or psychological conditions, disabilities or allergies that would affect your volunteer duties? _____

- In case of emergency, who should we contact?
Name/Phone number _____
Relationship _____

H S P C A V O L U N T E E R A P P L I C A T I O N



IF ACCEPTED AS A HOUSTON SPCA VOLUNTEER, MY SIGNATURE BELOW INDICATES THAT I UNDERSTAND AND AGREE TO THE FOLLOWING:

- I agree to conduct myself in a courteous and professional manner as a volunteer and representative of the HSPCA and abide by the policies and procedures of the organization.
- I relinquish all rights to the videotape, live broadcast, and photographs and grant permission to the Houston SPCA and/or its agents to use them as the organization deems appropriate.
- I agree to be supervised by the Vice President of Volunteer and Staff Resources or designee and will report to them any ideas, constructive comments or problems that arise.
- I will keep confidential all information acquired in the course of my volunteer service.
- I authorize the Houston SPCA to seek emergency medical care in case of accident, injury, or illness and to call the emergency contact on this application.
- I waive the Houston SPCA of any and all liability for injuries while performing volunteer services. I understand that the "Houston SPCA" includes all employees, volunteers, directors, board members and affiliated agencies.
- If I fail to abide by the terms of this agreement, I will be terminated from the program at the sole discretion of the Houston SPCA.

SIGNATURE _____ DATE ____/____/____

SIGNATURE* _____ DATE ____/____/____

**Signature of parent or guardian is required if volunteer is between 15-18 years of age.*

When your application is complete, please mail to:
HSPCA, 900 Portway, Dr.
Houston, Texas 77024



VOLUNTEER SERVICES
900 PORTWAY DRIVE
HOUSTON, TEXAS 77024