**Volunteer Application**

|  |
| --- |
| **GENERAL INFORMATION** |
| **Name:**       |
| **Address:**       |
| **Mobile Phone:**       | **Home Phone:**       |
| **Email Address:**       |
| **Date of Birth** (Volunteers must be at least 18 years of age)**:**       |
| How did you hear about us?      |

|  |
| --- |
| **AVAILABILITY** |
| [ ]  Weekday mornings | [ ]  Weekday afternoons | [ ]  Weekday evenings |
| [ ]  Weekend mornings | [ ]  Weekend afternoons | [ ]  Weekend evenings |
| How many hours per month can you commit to volunteering? |
| [ ]  Less than 5 | [ ]  6 to 19 | [ ]  20 to 39 | [ ]  40+ |

|  |
| --- |
| **SPECIAL SKILLS** |
| Please summarize any special skills you have gained through school, work, volunteering, or hobbies (e.g., veterinary technician, grooming, grant writing, accounting, public relations, event planning, crafts, photography, graphic design, etc.). |
|  |

|  |
| --- |
| **VOLUNTEER EXPERIENCE** |
| Do you have any previous volunteer experience? |
| [ ]  Yes (Please explain below) | [ ]  No |
|  |
| The following questions help us assess your experience with dogs (you do not need experience in all of these areas to be a volunteer). |
| Have you ever had dogs? [ ]  Yes [ ]  No |
| Do you currently have any dogs? [ ]  Yes [ ]  No |
| If yes, how many?       |
| Do you have experience with any of the following? (Please check all that apply.)  |
| [ ]  Crate training  | [ ]  Obedience training  | [ ]  Paper/potty training  |
| [ ]  Behavior modification  | [ ]  Handling fearful dogs  | [ ]  Grooming  |
| [ ]  Other - Please explain:       |

|  |
| --- |
| **INTERESTS** |
| Please indicate the areas in which you’re interested in volunteering: |
| [ ]  **Adoption Center (Administration):** Support day-to-day office operations. Requires computer and administrative skills and interaction with potential adopters. |
| [ ]  **Adoption Center (Retail):** Support day-to-day retail operations and merchandise sales. |
| [ ]  **Adoption Center (Facilities):** Support day-to-day facilities operations, ensuring a safe, clean environment for staff, visitors, and pets. Requires maintenance and cleaning of kennels. |
| [ ]  **Adoption Center (Pet Care):** Support day-to-day pet care, providing food, fresh water, walking (and cleaning up), and socialization. |
| [ ]  **Events:** Performing set-up and tear-down, caring for pets, answering questions from potential adopters. Requires interaction with the public, familiarity with our policies and procedures, and some heavy lifting (up to 25 lbs.). |
| [ ]  **Transport:** Driving pets to and from adoption events, veterinary appointments, etc. Must have a valid California Driver License and provide proof of insurance.  |
| [ ]  **Fundraisers:** Help identify, plan and execute fundraising opportunities. Requires prior event planning experience and significant interaction with vendors and the public. |
| [ ]  **Social Media:** Sourcing and posting content on Facebook, Twitter, Instagram.  |
| [ ]  **Photography:** Take professional-quality, digital photographs of adoptable dogs for use in promotional materials. Some experience required. Must have camera equipment. |
| [ ]  **Writing:** Copywriting for marketing and promotional materials, website content, and pet profiles of adoptable pets. Blogs/articles for responsible pet ownership and care.Grant writing for nonprofits and familiarity with guidelines. Some experience required. |
| [ ]  **Other:**  |

|  |
| --- |
| **EMERGENCY CONTACT INFORMATION** |
| **Name:**       |
| **Relationship:**       |
| **Mobile Phone:**       | **Home Phone:**       |
| **Email Address:**       |

|  |
| --- |
| **AGREEMENT & SIGNATURE** |
| I certify that the information provided is true and complete. I understand The Pet Adoption Center of Orange County, at its sole discretion, reserves the right to refuse any applicant for any or no reason. |
| **Signature:**       | **Date:**       |

Please send your application to: info@adoptocpets.org