



The Pet Adoption Center
of Orange County

Pets. Family. For Life.

www.adoptocpets.org

24331 Muirlands Blvd, Suites E & F
Lake Forest, CA 92630
949-858-1000
info@adoptocpets.org

principally funded by the
Stanley W. Ekstrom Foundation

VOLUNTEER APPLICATION

GENERAL INFORMATION

Name:

Address:

City:

State:

Zip Code:

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

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