

# Volunteer Application

*I am interested in being considered as a volunteer.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

I am of legal age (18 or older)?

Yes

No

## ***Personal Reference***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Times of Availability (Please Specify)

\_\_\_\_\_

\_\_\_\_\_

As part of my application, and if accepted, I agree to the terms and conditions of the Montcalm County Volunteer Policy adopted by the Montcalm County Board of Commissioners.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Montcalm County Animal Shelter

located at

154 W. Quarterline Street

Stanton, MI 48888

989.831.7355 or 616.225.7355

## Volunteer Program Effective 2007



## ***Animal Shelter Volunteer Policy***

Volunteers may be utilized at the Montcalm County Animal Shelter with the approval of the director under the terms of this policy.

The volunteers shall operate under a job description approved by the Montcalm County Board of Commissioners. Generally, the volunteers shall provide specialized services, not normally provided by shelter personnel. This shall include items such as dog walks, dog and cat grooming, etc. At no time, shall a volunteer handle a dog known to be vicious or in quarantine. All volunteer work must be undertaken on-site and under the direct watch of a shelter employee. No volunteer shall drive a county vehicle. Individuals who need to fulfill a community service mandate are eligible for consideration.

The director has the sole discretion to determine the schedule of volunteers, modify schedules and to determine the size of the volunteer force at any given time.

At no time shall a volunteer be considered an employee or compensated. All necessary supplies shall be provided by the shelter.

To be considered as a potential volunteer, the interested applicant shall:

- Be of legal age (18 or over)
- Submit a Montcalm County Animal Control Volunteer application
- Submit a personal reference
- Be interviewed by the director
- Have a suitable background

If accepted, the volunteer candidate must sign the applicable Montcalm County forms and complete an orientation session.

## ***Don't have time to volunteer?***

### **There are other ways of contributing**

Not everyone can volunteer their time, another way of helping is by making a much needed donation. We are pleased to accept cash or donated goods. Here is a list of our current needs.

#### **Feline**

- Cat litter, in certain months we have taken in over 200 cats per month. On average we will use around 250 lbs a month.
- Canned cat/kitten food
- Dry cat/kitten food
- Cat beds
- Inexpensive cardboard tote boxes (to give to new adoptions to take the animal home)



#### **Canine**

- Canned dog/puppy food
- Dry dog/puppy food
- Inexpensive dog leashes/collars
- Old blankets/towels/small rugs for bedding
- Raw hide chews/toys



#### **Shelter/Adoption**

- Liquid dish soap
- Clorox Bleach
- Office supplies (ink pens, batteries, AA & AAA, Sharpie Markers)
- Copy paper (white and colored)



**Donations can be dropped off at the shelter during regular business hours, Monday through Friday from 9:00am - noon and 1:00pm - 4:30pm.**

