



Flagler Humane Society/Flagler Animal Services
1 Shelter Drive
Palm Coast, FL 32137
(386) 445-1814



VOLUNTEER APPLICATION

1. Please answer all questions, and sign and date the last page.
2. This application is designed to use with several types of volunteer positions. Some questions may not completely apply to the position you are seeking; however, please try to be detailed in your answers.
3. All applications will be reviewed by staff and then forwarded to the appropriate personnel for follow up. Please allow two weeks for review and follow up.

When you have completed the application, send to: Flagler Humane Society, 1 Shelter Drive, Palm Coast, FL, 32137 OR Fax to (386) 445-5843.

Please Print in Blue/Black ink

Last Name:	First Name:	MI:
Address:	City/State:	Zip Code:
E-mail Address:	Phone Number:	
	Cell Number:	

Have you **ever** been convicted of a felony, placed in any diversion program or had adjudication withheld in a manner which constituted a felony? Yes No
 If **yes**, please give dates and explain. (Attach separate paper if necessary.) A conviction will not necessarily disqualify you from consideration.

You must be 18 years of age or older to volunteer at the Flagler Humane Society. Are you 18 years of age or older? Yes No

Please indicate days and times available to work:
We ask for a minimum of a 4 hr time commitment per shift

Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Hours Available							

Are you willing to transport animals for the organization? Yes No

In addition to English, are you able to speak, read, and/or write in any other language(s)?
 Yes No If yes, please list: _____

Are there any medical issues we should be aware of?

In case of emergency, notify:

Name:	Phone #:	Relationship:
Address:		Alternate phone #:

Educational Data:

School	Address	No. of Yrs. Completed	Diploma/ Degree	Major Course of Study	Did you graduate?
High School					<input type="checkbox"/> Yes <input type="checkbox"/> No
College					<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School					<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade, Business or Internet/ Correspondence					<input type="checkbox"/> Yes <input type="checkbox"/> No
Other					<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Skills: List any job related skills, qualifications or volunteer work that support your application:

Current / Previous Employment / Volunteer Experience:

Employer
Job Title
Duties/ Responsibilities

Employer
Job Title
Duties / Responsibilities

Do you have any known allergies to dogs or cats? Yes No Unsure

If yes, please explain. _____

Euthanasia is performed on unadoptable animals. (Euthanasia means "putting to sleep," using an individual injection of sodium pentobarbital, performed by staff that is certified in this procedure.) How do you feel about your ability to work in an organization where this is an unfortunate but every day necessity?

Please state why you want to volunteer for the Flagler Humane Society.

Do you have any pets at this time? Yes No If yes, please describe.

Are your pets spayed/neutered (fixed)? Yes No

If no, please state why not. _____

List below any other information or remarks that you wish to have considered as a part of your application.

I agree to comply with all rules and regulations that may be established from time to time by the Flagler Humane Society. I understand that failure to comply may result in my inability to volunteer with Flagler Humane Society. I acknowledge that my services are provided on a volunteer basis without any pay or compensation of any type and without liability of any nature on behalf of the Flagler Humane Society. All services performed by me are at my own risk. I recognize that in handling animals there exists a risk of injury, including physical harm caused by the animals.

On behalf of myself, my heirs, personal representatives, and executors, I hereby release, discharge, indemnify and hold harmless the Flagler Humane Society, Inc., its agents, servants, employees, and board members from any and all claims, cause of action or demands, and any mature of including costs and attorney's fees incurred or sustained by me in any way connected with my services performed at Flagler Humane Society, including but not limited to: animal bites/scratches, accidents, injuries, property damage and/or medical fees.

Signature: _____

Date: _____



Flagler Humane Society

STANDARDS OF PROFESSIONAL CONDUCT

August 2010

Standards of Conduct are public announcements about the beliefs and intentions of the organization. They help to articulate overarching expectations and guide you on what conduct is acceptable.

We can make a difference in our communities and to do that we have set high standards for the people of the Flagler Humane Society. We believe standards and values influence our attitudes and ultimately drive behavior; therefore, what is most important at Flagler Humane Society, is outlined here for you. At Flagler Humane Society, we believe our behavior should be a model for others in their care and treatment of people and animals.

ETHICAL BEHAVIOR

High standards of ethical behavior make our organization a good place to work and make good business sense. Exercise the highest standard of ethics in all of your actions and promote accuracy, honesty, and fiduciary responsibility in all work situations.

Demonstrate a high degree of personal integrity at all times. Report situations that you observe that might be counter to these Standards of Professional Conduct. Disclose any other animal welfare activities that you engage in, whether paid or volunteer, to your supervisor and the Director.

CUSTOMER SERVICE

We are committed to the highest standards of customer service. Customer service extends to all we come in contact with including our clients, our supporters, our volunteers, partners with whom we work, our colleagues, other departments within the organization and each other. Being successful in your job means helping others be successful in their jobs.

PERSONAL RESPONSIBILITY

You are the person who is ultimately responsible for the quality of work you do and the work reputation you have in the organization. Take responsibility for your decisions and be accountable for your actions. Seek ways to improve your contribution, and the operation and delivery of services we provide. Commit to continuing education and lifelong learning. Continuous learning helps us grow, improve our skills and improve our operation. You are a reflection of Flagler Humane Society – always conduct yourself in a manner that demonstrates responsibility and maturity.

RESPECTFUL TREATMENT OF ALL

Make a commitment to respectful behavior toward all with whom you come in contact.

Treat all people and animals with respect and dignity.

Recognize the value of each individual or group and create an open environment which encourages and solicits input from all stakeholders.

Advocate and model open-minded listening and inclusion.

Make informed decisions without personal bias.

Recognize the stress and emotions involved as people deal with issues relating to their animals and treat everyone with sensitivity particularly during these times.

Understand the need for the euthanasia of animals. Some animals, for their own well being or the community good, are not suitable for adoption. Our goal is to place all healthy and treatable animals and we have many programs to support this goal. Euthanasia is performed by caring staff who has been trained and certified. It is not a decision made easily or lightly. Realize that the decisions of people who evaluate animals must be respected, even if they differ from your own.

Acknowledge that the work we do often has a heavy emotional component. Respect that decisions are not made lightly, especially when those decisions are different than what you would have made. When discussing differences of opinion, we refrain from denigrating or speaking ill of others. Foster a mutual respect for one another and find appropriate ways to express sadness, grief and anger when those feelings arise.

COMMUNICATION AND POSITIVE WORK RELATIONSHIPS

The success of our mission will be achieved through positive relationships with the people we serve and with whom we work. We all care about the mission or we wouldn't be here. We know that the animals cannot care for themselves or solve the problems that surround them; therefore, it is essential that we work well with people as well as animals. People are the key to our mission and good communication skills are the key to working well with people.

Develop and practice good communication skills. Project a positive attitude and help make Flagler Humane Society a fun place to work. Develop a high level of emotional intelligence at work. Emotional intelligence is consciously using your emotions to create positive work relationships for yourself and others. Demonstrate self-awareness, self-regulation, self-motivation, and empathy.

Put personal philosophies aside and speak as one voice to represent LHS policies and positions. Support a united Flagler Humane Society. Challenge excuses, blaming, complaining and gossip; champion presenting solutions and resolving issues in a constructive manner

Respect the differences between departments. Seek to understand the different needs and responsibilities of the departments. Promote healthy discussions of differences. Deal with conflict responsibly, directly and in a timely manner, with the people involved.

WORKPLACE SAFETY

For your protection and the protection of other people as well as proper care for the animals, a safe working environment is critical. Learn the safe, approved method of accomplishing your tasks and follow safety rules and procedures at all times. Report unsafe working conditions and on-the-job injuries immediately.

RESPONSIBLE PET OWNERSHIP

Because the community looks to Flagler Humane Society to set an example for responsible pet ownership, you are asked to:

Treat all animals at all times with respect, compassion and care

Recognize the tragedy of pet overpopulation. We encourage every owned cat and dog to be spayed/neutered and licensed in accordance with local regulations

Not add to the pet overpopulation problem by indiscriminately breeding animals

Abide by all the animal control ordinances of your community

This document describes your obligations and responsibilities. Please consider these words carefully – you are asked to give your personal commitment to uphold and promote these Standards of Conduct. If you have questions at any time about these Standards, or how they apply in a specific situation, you may address them to your supervisor, or with the Director.

I have read and understand the Standards of Professional Conduct and am giving my personal commitment to uphold and promote these Standards.

Name

Date