



Dear Prospective Youth Volunteer:

Thank you for your interest in the volunteer program of the Society for the Prevention of Cruelty to Animals Los Angeles. We are looking for dedicated young individuals, ages 12-16, who can make a one year commitment of 8 hours a month to help the many abused and unwanted animals in our care. (Due to the overwhelming number of requests, we can no longer accommodate school or college students who are required to fulfill short-term community service hours, unless they are willing to do Administrative Assistance work only at our Los Angeles office - working *for* the animals, not *with* the animals.)

Youth Volunteers must be accompanied by a parent or guardian at all times. The parent who will be accompanying the youth volunteer must fill out an Adult Volunteer Application and be present at the volunteer training classes.

Before you can begin your work as a volunteer, you must first complete a Youth Volunteer Application and attend our all day training class for new volunteers. This class will familiarize you with our organization's volunteer policies and help prepare you for your work with spcaLA. This is a general orientation for all new volunteers. Volunteer orientations are held approximately every 4 weeks. You will receive a letter informing you of the next available dates after you have returned your application. Volunteers who want to work with shelter dogs/puppies will be required to have animal handling experience prior to attending our hands on animal training class (H.E.A.L.). Each new volunteer will receive a photo I.D. badge and apron after completing the required training.

Please complete the enclosed application and return it with your guardian's adult application to my attention at 5026 W. Jefferson Blvd., LA, CA 90016.

Thank you for your willingness to help. I look forward to hearing from you.

Yours sincerely,

Mark Cirillo

Volunteer Coordinator

(323) 730-5300 ext. 255

mcirillo@spcala.com

www.spcala.com



Before Volunteering: Some Things to Consider

Volunteering can have a positive effect on your community AND yourself. But, before you make the decision to create the time to volunteer, stop and ask yourself a few important questions.

- Do I have any previous/current volunteer experience or will this be my first experience volunteering?
- Do I have skills that could be used by spcaLA?
- Would I like to learn new skills, and am I willing to take the time to learn them?
- Do I enjoy interacting with people? Am I friendly and outgoing?
- Why am I interested in volunteering at the spcaLA? What do I know about the spcaLA's services and programs?
- Do I accept the philosophy of the spcaLA regarding its animal receiving, adoption, spay/neuter and euthanasia policies?
- Do I want to work directly with animals? Am I comfortable handling dogs, cats, puppies and kittens of all sizes, ages and personalities?
- Do I have any allergies or conditions that I should consider before working directly with the animals?
- Would I prefer to volunteer directly at the shelter or to volunteer in the community with animals? Or would I prefer to support the spcaLA's work "behind the scenes," helping with other tasks?
- Can I commit to being a volunteer on a consistent basis for at least 1 year? Are there personal or professional obligations that would routinely be a barrier to being able to commit to my volunteer responsibilities?



8 Steps to becoming a spcaLA Volunteer

1. You must have prior experience handling dogs and cats
2. You must be a dedicated individual
3. Be willing to make a one-year commitment of 8 hours a month minimum
4. Complete volunteer application
5. Attend a Volunteer Orientation Class (4 hour class held every 4 weeks)
6. Complete Animal Handling Class (6 hour class limited to 20 people held every 6 weeks)
7. Decide which facility to volunteer
8. Begin helping the many abused and unwanted animals in our care

Mission Statement

spcaLA is dedicated to the prevention of cruelty to animals through Education, Law Enforcement, Intervention and Advocacy. spcaLA believes that animals, as living creatures, have value beyond economic measurement, and are entitled to legal, moral and ethical consideration and protection.

About the Organization

The Society for the Prevention of Cruelty to Animals Los Angeles is a California nonprofit (501-C3) Public Benefit Corporation incorporated under the laws of the state of California. It is not a government department, branch of any government bureau, a subdivision or any part of any other charitable organization. A charter and bylaws designate its purposes and objectives. The board of directors serve as volunteers and receive no financial compensation for their time and effort. The property is held in trust and belongs to no single person.



<i>Office Use Only</i>
Received:
Contacted:
email mail phone
Orientation:

YOUTH VOLUNTEER APPLICATION

*Please complete & return to the VOLUNTEER SERVICES DEPARTMENT at
5026 W. JEFFERSON BLVD. LOS ANGELES, CA 90016*

When filling out this application: Please print clearly and remember to include your information in- full.
The e-mail address you check daily is necessary because most communications are done through e-mail.

NAME: _____ BIRTHDATE: ____ / ____ / ____

ADDRESS: _____ CITY: _____

EMAIL: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE _____

EDUCATION (Circle last grade completed): 6 7 8 9 10 11 12 AGE: _____

School Currently Attending: _____

What foreign languages do you speak? _____

How did you find out about our Volunteer Program? _____

Please tell us briefly why you would like to become a spcaLA volunteer. _____

Do you have any prior experience as a volunteer? If yes, for what organization and what were your duties? _____

Have you had any formal education in companion animal care or animal welfare? _____

What companion animals do you have now, or have you had in the past? _____

Are you a member of any animal welfare organizations? How do you participate? _____

Volunteering for the spcaLA 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? _____

Are you comfortable with taking directions from others? _____

Although we make every effort to see that the animals in our care are adopted, there are instances when an animal becomes unadoptable (this will be explained thoroughly in orientation) and is euthanized (humanely "put to sleep"). How do you feel about this? _____

What are your special skills, interests, hobbies? _____

Are you able to perform the essential functions of volunteering, either with or without reasonable accommodation? (i.e. due to any physical, medical, or psychological limitations or disabilities). If no, please explain the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions)

Please indicate the days of the week and hours you are available.
Volunteers are usually needed between the hours of 8:00 a.m. and 5:00 p.m.

MON _____ TUES _____ WED _____ THU _____ FRI _____ SAT _____ SUN _____

When will you be ready to begin volunteering? _____

Are there any restrictions such as school/parent schedule that may affect your availability for volunteering? _____

IN CASE OF EMERGENCY, WHO SHOULD WE NOTIFY?

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____



VOLUNTEER LOCATIONS:

(please check the location(s) at which you will be volunteering)

- ___ *spcaLA* PD Pitchford Companion Animal Village in **Long Beach**
- ___ *spcaLA* South Bay Pet Adoption Center in **Hawthorne**
- ___ *spcaLA* Administrative Office in **Los Angeles**
- ___ *spcaLA* Westfield Promenade Pet Adoption Center in **Woodland Hills**

VOLUNTEER POSITIONS:

(please check as many as apply)

___ **ADMINISTRATIVE ASSISTANCE** (in Los Angeles Office only, unless needed): File, stuff envelopes, copy and collate paperwork. Volunteering *for* the animals, not *with* the animals. *No training required.*

___ **CAT CARE:** Volunteers ensure the well being of cats through socialization (petting, holding, playing) and grooming (brushing) as well as assisting the public by providing information about available cats and cat care. *Only New Volunteer Orientation required.*

___ **FOSTER CARE:** Provide a temporary home for kittens, puppies or animals with special needs until they can be adopted. *Only Foster Care class required.*

___ **H.E.A.L** (Helping to Enhance Animals Lives): Positions having direct contact with dogs and puppies. **DOG SOCIALIZER/TRAINER:** Socialize dogs and puppies in the shelter to human companionship. To train dogs for good manners and basic obedience so the chance for successful long term adoption increases. **KENNEL ATTENDANT:** Assist staff with the cleaning, comfort, and sterilization of the kennels, as well as possibly helping with the morning or evening feedings. *In addition to completing the New Volunteer Orientation, you must attend the H.E.A.L. animal handling class.*

___ **HUMANE EDUCATION:** Teach respect and compassion for all living things to students. Additional training required. *In addition to the New Volunteer Orientation, you must attend a brief training and interview.*

___ **LAUNDRY:** Wash, dry, fold blankets and towels (requires handling soiled items). Toys are washed in the machine and air-dried. Follow directions for the bleach and soap ratio posted in the laundry room. *Only New Volunteer Orientation required.*

___ **PET ADOPTION CENTER ASSISTANT** (in Woodland Hills or Long Beach): Helping tend to the animals (WH only), assist customers, stock shelves, pricing, setting up displays, etc. *In addition to completing the New Volunteer Orientation, you may need to attend the H.E.A.L. animal handling class if you are going to be working with the dogs.*

___ **SPECIAL EVENTS/OUTREACH:** Attending events (community service fairs, expos, public events, fundraisers, parties, dinners, etc.) and assisting with set-up, break-down, greeting, general event staff duties, etc. (often after hours and on weekends). *Only New Volunteer Orientation required.*

___ **STREET TEAM:** Assist us by spreading the word about events and/or our agency. Reach the public directly and create a buzz any way possible: distributing flyers, hanging posters, sending emails, telling friends, etc. *Only New Volunteer Orientation required.*

OTHER: _____



APPLICANT'S AGREEMENT

In anticipation that you will be accepted into the Society for the Prevention of Cruelty to Animals Los Angeles Volunteer Program, please read and sign the agreement below:

In signing this agreement, I understand and agree to the following:

I authorize the Society for the Prevention of Cruelty to Animals Los Angeles to seek emergency medical treatment in case of accident, injury or illness.

I agree to abide by the policies and procedures presented to me at the volunteer orientation and any subsequent training.

I will take any ideas, constructive comments, suggestions and criticisms directly to the Director of Volunteer Services.

I agree to be supervised by a Parent or Guardian at all times and by the staff of the Society for the Prevention of Cruelty to Animals Los Angeles.

If communication problems develop between employees and myself, as a volunteer, I will report these to the Director of Volunteer Services as soon as possible.

I understand that if I am injured while acting as an unpaid member of the volunteer staff, that I am not covered by California State Worker's Compensation Law.

I agree to work for a minimum of two (8) hours per month, and to inform the Director of Volunteer Services if I cannot make my commitment.

SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE

Placements: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Comments: _____

Date volunteer left program: _____ Were we informed? _____

Date Volunteer place on inactive status, and reasons for: _____

Date volunteer
reactivated: _____



WAIVER AND RELEASE OF LIABILITY

I, _____, am the parent or legal guardian of
_____. Age: _____

I understand that this child will be volunteering with the Society for the Prevention of Cruelty to Animals Los Angeles, and in the course of such volunteer work, said child will have direct contact with domestic animals. I agree to accompany my child at all times and be present at all volunteer training classes.

I further understand that the behavior of domestic animals is sometimes unpredictable and that some domestic animals are capable of inflicting serious personal injury or death, as well as extensive property damage. Knowing the risks of handling domestic animals, on behalf of the minor and myself, I agree to assume those risks and to release, indemnify and hold harmless the Society for the Prevention of Cruelty to Animals Los Angeles (and/or any of its Officers, Directors, Employees, Agents or Contractors) for any and all personal injury and property damages resulting from said child's volunteer work.

I give the Society for the Prevention of Cruelty to Animals Los Angeles authority to seek emergency medical treatment, if necessary, for said child.

I know of no medical or other condition which would prevent said child from volunteering at the Society for the Prevention of Cruelty to Animals Los Angeles.

PARENT/GUARDIAN'S SIGNATURE

____/____/____
DATE

RELATIONSHIP TO MINOR

ADDRESS *CITY, STATE, ZIP CODE*

() _____
HOME PHONE

() _____
BUSINESS PHONE