



**CITY OF MUNCIE
DEPARTMENT OF ANIMAL SERVICES
VOLUNTEER APPLICATION**

VOLUNTEER INTRODUCTION PACKET

*All forms must be completed at the time of your scheduled orientation.



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Welcome Message

Thank you for considering giving your time as a volunteer to help change the life of an animal in need. Muncie Animal Services recognizes the value of your time and the importance of you being happy and fulfilled in the volunteer work that you perform. We have many fabulous opportunities in which you can participate. We accept volunteers ages 16 and older and ask for a commitment of time in accordance with the schedule you and the Animal Services staff develops. Volunteers younger than 18 must be accompanied by a parent or guardian and must have permission from the Animal Services staff to perform their specific duties. Families with children younger than 16 are encouraged to participate in one of our family friendly volunteer activities. Younger volunteers can also perform fundraising activities at their schools. The goal of orientation is to allow you to feel comfortable with our organization and to establish specific expectations for the volunteer program. We depend on you as your success is our success! We truly believe that you will enjoy your volunteer work as well as meeting your fellow volunteers with whom you share similar interests. We look forward to working with you in bettering the lives of countless animals in our community!

Sincerely,

Phil Peckinpugh, Superintendent

Dennis Tyler, Mayor

Your Volunteer/Foster orientation and training will take place on:
_____ from _____ to _____



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Volunteer Guidelines

All volunteers must go through an individual or group orientation, receive a volunteer handbook and sign the volunteer waiver before beginning service.

Volunteers are asked to commit to work 8---12 hours a month on site at the shelter. Additional hours may be needed for offsite adoption and fundraising events.

Volunteers must sign in at the front desk by the shelter front door.

Volunteers must wear a name badge identifying them as a MUNCIE ANIMAL SERVICES volunteer. These can be found next to the sign in book on the front desk.

Volunteers must maintain a neat and clean appearance with appropriate footwear.

Volunteers must store personal items in your car or leave at home since there is no other convenient (and secure) place to store them. MUNCIE ANIMAL SERVICES is not responsible for any lost or stolen items.

Animals are to be treated kindly, gently and professionally at all times.

Volunteers are not permitted in the shelter office.

Volunteers are not permitted to use cell phones when they are working with the animals.

As a MUNCIE ANIMAL SERVICES volunteer, you will be asked to support our programs and services; to abide by the policies and procedures of MUNCIE ANIMAL SERVICES thereby presenting a positive image of MUNCIE ANIMAL SERVICES to the public.

If you agree to participate in an activity or event, you are expected to adhere to that commitment. If you cannot make a scheduled time, please inform the staff and try to find another volunteer to substitute.

All volunteers are expected to maintain confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. This includes information that may involve board members, other volunteers, adopters or potential adopters and/or the overall business of MUNCIE ANIMAL SERVICES.



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Q. What is the time commitment necessary to foster shelter animals?

A. Weaned animals may require 3-6 hours a day, injured animals 2-3 hours a day, bottle babies (un-weaned) 8 hours a day, and mom with litter 3 hours a day.

Q. What supplies are needed to foster? How much will it cost?

A. The MAC&S tries to provide food and some supplies to foster parents, but due to the large intake of animals needing fostering, this is not always available. Foster parents may need to provide space, food, and love for the animal(s). The animal care center will provide you with some supplies, medications, and veterinary care, if needed.

Q. Do I have to live in the area of the animal care center the animal is from to be its foster parent?

A. Yes, so that you can receive proper support we ask that those wishing to foster an animal from any of our six animal care centers live in the area the animal is fostered from. We do not foster animals out to individuals living in other states or countries.

Q. Do I need to have prior medical knowledge or expertise?

A. No, but you may be asked to dispense medicine to your foster, so you will have to be comfortable following veterinarian's instructions if fostering a sick or injured animal.

Q. If I have my own animals, can I still foster?

A. Yes, but keep in mind that it is always a health risk to expose your animal to other animals. The health risk is minimal if your animals are current on their vaccinations, maintain a healthy diet and lifestyle, and are not elderly or very young.

Q. What if I have small children?

A. Fostering is a wonderful family experience and can build a foundation of philanthropy in your children. It is important to select an animal that is "age" appropriate with your children. You must also be diligent about providing guidance, instructions, and rules to your children about caring for an orphaned or special needs animal.

Q. What if I want to adopt my foster animal?

A. If your foster animal becomes available for adoption; foster parents get first priority to adopt their foster animal. As long as foster parents meet the animal care center requirements necessary for adoption and do not exceed the limit for owned animals in your city, you may adopt your foster animal. Please note, adoption fee WILL NOT be waived for fosters.

Q. Can I find my own adopter for my foster pet?

A. Absolutely! Take pictures of them and show them to all the good people you know would be responsible owners. Return them to the shelter when they are ready and if you have time, be there on a busy day to "sell" them to the public. Bring them to the next community adoption event. DO NOT ever give the animal to anyone without having returned it to the shelter for spay/neuter surgery (if needed), the proper paperwork and receipts completed. MAC&S staff may also demand the return of and or remove a foster animal from a foster home for any reason they deem necessary.



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Thank you for your interest in volunteering with the City of Muncie, Department of Animal Care & Services! Please complete the following application in full. When we receive the application, we will review it and contact you with further information if you qualify for this opportunity.

Are you aged 18 or older? PLEASE CIRCLE: YES NO

NOTE: All applicants must be at least 16 years of age. All minors must be accompanied by a parent or legal guardian.

Last name First name Middle Name

Address City State Zip Code

Home phone Cell phone

E-Mail Address: _____

Questionnaire:

Why do you wish to become a volunteer with Animal Services?

How long/often do you plan on volunteering?

Are your volunteer hours required through a school, agency, or other service organization?

If yes, please complete the following: Number of hours required: _____ Required date of completion: _____ / _____ / _____



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Please list the name, address and phone number of organization:

NOTE: THE CITY OF MUNCIE DOES NOT DOUBLE OR SUBSTITIUTE COMMUNITY SERVICE HOURS

EXPIRIENCE:

Please provide any past experience working with animals that may be helpful in working with animals and/or people.

Activity	Organization/Group	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Occupation: _____ Employer: _____

Are you currently or have you volunteered with the City of Muncie in the past? YES[] NO[]

If yes. Which department? _____ Please list dates of _____

Do you have family or friends who currently work or volunteer for the Department of Animal Services?
YES [] NO []

If yes, provide his/her full name: _____

What animal companions do you have or have you had in the past? _____

Please use additional sheets, if necessary, to answer the following questions:

Are you a member of any animal welfare organization? If yes, please provide the name of the organization and your affiliation.



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Work at the department of Animal Services is not always animal related but also involves constant contact with the general public. How do you feel about communicating and working with a diverse group of people?

Describe any past experience you have had working with the public, either as volunteer or in a paid position?

The Department of Animal Services is a public safety agency; you may be required to take direct and immediate orders from members of the staff. How do you feel about taking directions from others and working collaboratively with volunteers and other staff?

While we try our very best to ensure all animals are adopted or transferred to another facility, there are instances where an animal, due to medical conditions, behaviors, or lack of adequate space may be humanely euthanized. Although you will have no involvement in the selection process or the act of euthanasia itself, we would like to know how you feel about it.

What are your special skills, interest, or hobbies? (i.e. photography, graphic design, videography, etc)

Please describe areas in which you hope to volunteer. (Dog walking, cat socialization, cleaning, fostering, public relations, program coordination, transporting, etc)

Are you willing to commit to a set volunteer schedule and complete a pre-determined amount of service hours? If no, why?



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BACKGROUND INFORMATION

Your application is subject to a complete background review, including a review of criminal convictions. Applicants applying for specific positions will be fingerprinted and processed through State/Federal agencies for this purpose. Disqualification may result from factors considered in the review. Factors such as the relationship between the offense and the job for which you apply will be taken into account. This information will be kept confidential.

By signing below, you give the City of Muncie permission to conduct a background review and/or check references.

Driver's license/I.D.# _____

State issued _____ Expiration date _____/_____/_____

Date of birth: ___/___/___ If under age 18, please provide year born: _____

Circle last grade completed: 8 9 10 11 12 Some College Associates Bachelors Masters PhD.

Have you ever been convicted of any crimes, including both felony and/or misdemeanor? (Do not include minor traffic violations)

YES NO

If yes, please list all convictions (Use additional sheets if necessary):

Offense _____ Date _____ Location _____

Fine/Sentence _____

Offense _____ Date _____ Location _____

Fine/Sentence _____

Are you currently on probation, parole or awaiting trial for any level of criminal or civil charge?

YES NO

If yes, for what offense(s)

I declare that all statements on this application form and attachments are true and complete to the best of my knowledge. I understand that false, misleading or incomplete information shall be cause for disqualification, or removal from the volunteer program at a later date.

Signature

Date

Print name

Signature of parent or legal guardian
(Required for applicants under 18 years old)

Date

***** Volunteer training is held on the second and last Wednesday and Saturday of the month, call 765-747-4851 to schedule your training session.**