

Thank you for your interest in volunteering at the SPCA Suncoast! We appreciate that you have taken an active interest in helping to care for our homeless pets while they stay with us. Our Junior Volunteers are also very important to our mission of community education at the SPCA Suncoast. Because you have access to a large network of people in the community, you can help spread the word about humane treatment of animals, responsible pet ownership practices and the importance of spaying and neutering pets. We look forward to working with you to help promote these values and, as a result, saving the lives of countless cats & dogs in Pasco County.

Junior Volunteer Program FAQ's

1. **Why should I follow all the instructions given? Why are there so many rules?**

- a. Every task is important at the SPCA Suncoast and can either affect the health and well being of our pets positively or negatively, depending on how the tasks are carried out. That is why it is extremely important to follow instructions exactly as they are given and the tasks are completed to the best of your ability. Everything we do here is for the benefit of the animals, nothing is arbitrary.

2. **Is there a dress code?**

- a. Yes. Wear jeans or long pants, closed toed shoes with non slip rubber soles & a shirt that covers your torso. Bleach is used frequently here, so wear clothes you don't mind getting dirty or stained. What's not allowed: flip flops/sandals, tank tops or belly shirts, low rise jeans, low slung jeans with exposed boxers.

3. **How old do I have to be to volunteer at the SPCA Suncoast?**

- a. Junior Volunteers must be at least 16 years of age to participate on site. Younger volunteers may still help the shelter animals in other ways, off site. (see Other Ways You Can Help)

4. **Can I work with the dogs?**

- a. Junior Volunteers may not work directly with dogs under any circumstances.

5. **Can I work with the cats?**

- a. Junior Volunteers may work directly with cats only when asked by a staff member. Animals are not to be removed from their cages without staff consent.

6. **What kind of things will I be doing while volunteering?**

- a. Junior Volunteers will be helping with the care and keeping of the cats, the facilities & grounds; this may include washing food dishes and litter pans, emptying trash, vacuuming, sweeping, dusting, washing windows, stocking supplies, weeding, etc.

7. **Can I stay longer than my scheduled shift? Can I come in on days I'm not scheduled?**

- a. Usually not, if we have other people scheduled for that time we will have too many volunteers and not enough work to keep everyone busy. We will do our best to provide our volunteers with specific tasks to avoid wasting your time, however if there are no jobs left to do that day, volunteers need to check out

and leave the premises. **A parent or guardian needs to be available to pick you up at any time during your scheduled shift.**

8. How do I know what days/times I can come in?

- a. Check with the Volunteer Coordinator and she will let you know what times are available. Once you have committed to a time, it is very important you show up. To check available times or If you cannot make it to your shift for any reason, we ask that you please call 727.849.1048 ext. 3 or text 727.505.9013 (make sure you include your name & contact number in the text).

9. Can I come in to visit if I'm not schedule to volunteer?

- a. Yes, however, if you are not volunteering that day you are only allowed in the public areas and must follow the same guidelines as the general public. Please be considerate of the staff and volunteers who are working and do not come to the shelter just to hang out.

10. What happens if someone makes me feel really weird or uncomfortable?

- a. We strive to provide a positive, fun & safe work environment. However, if any situation with the public, staff or other volunteers should arise that makes you feel uncomfortable, threatened or otherwise unsafe, you need to remove yourself from the situation immediately and notify the Volunteer Coordinator or your immediate Supervisor.

11. How do I track my hours for school or other requirements?

- a. You will receive your own personal time sheet when you report for your first shift. You are responsible for signing in and out each time you volunteer; any hours not listed on your time sheet will not count toward the total hours you may need to meet requirements for school.

Other Ways You Can Help!

1. **Organize a shelter drive**—This is something you can do on your own or get a group of your friends together to help you out. You can collect items from our wish list that help us care for our shelter pets; make colorful posters and signs to hang up in your neighborhood, at your parent’s work, on public notice boards, at school, etc. Once you have completed your collection, please let us know when you’ll be dropping the items off so we can thank you personally!
2. **Fundraising**—There are many ways you can raise money to help care for our pets. Here are a few ideas to get you started, but have fun and use your imagination!
 - a. Have a bake sale
 - b. Start a “A Penny for Pets” campaign at school or church
 - c. Instead of birthday gifts, ask for gifts for cats and dogs to donate to the shelter
 - d. Organize a yard sale and donate the proceeds to the shelter
3. **Spread the Word**—Help teach your fellow students about animals and shelters in your area. When you do your next school paper or science fair project, try to keep it animal-oriented. Ask your school librarian to display books and magazines that focus on animal issues. Ask your school newspaper if you can contribute a short article relating to animal welfare. Post information on your MySpace page. There are several issues you can discuss; spay/neutering of pets, exotic animals as pets, shelter vs. pet stores/breeders, humane treatment of wildlife, why vaccinating your pets is important etc.
4. **Teach by Example**—Show your friends and family the right way to be a responsible pet owner. Make sure your pets and pets you know have an ID tag and are microchipped. If your pet ever gets lost, this will aid in getting him back home. Your pet cannot tell people where he lives, the ID tag and microchip are the only ways that someone can contact you to reunite you with your pet. Get a current license for your pet, it’s the law. Any dog or cat over the age of 4 months must be vaccinated against rabies. Send proof of the vaccination to the County and you will get a tag for your animal that proves the dog or cat is licensed and vaccinated.

Make sure your pet gets proper food. Dogs eat dog food and cats eat cat food. Each has it’s own specific dietary needs. You should limit “people food”. There are several foods that are safe for humans that are poisonous for cats and dogs (such as chocolate, onions, raisins and grapes).

Always make sure your pet has clean, fresh water! Most animals are unable to go to the refrigerator and pour themselves a drink. You are responsible for making sure they have clean water at all times. Cats, especially require a regular intake of water throughout the day to maintain healthy kidney function.

Exercise your pet every day. It is healthy for them and you. Take your dog out for a long walk, drag toys for your cat to chase and hunt, etc.. Even if your dog has a back yard to play in, it’s still important to take them out for a walk each day. Imagine if you had to be stuck in your house all day, every day—even though you could walk around inside your house, you’d still go stir crazy not being able to explore other places and your dogs are no different! Providing your pets with daily exercise and entertainment will help them be healthier and happier, it also helps prevent unwanted “bad” behaviors like excessive barking, chewing and scratching.

5. **Be An Animal Friend**—Make a pledge:

I will not hurt or frighten any animal
I will tell a responsible adult if I see someone hurting or frightening any animal
I will treat all animals with kindness and love
I will see that my pet(s) are always safe and away from harm
My pet(s) will always have identification like a tag or microchip
My pet(s) will always have a clean place to live
I will give my pet(s) all the healthy food and water needed
I will give my pet(s) the proper medical care needed
I will see that my pet(s) will have the proper play time and training
I will keep my pet(s) for their entire lifetime
And, I pledge that I will do my part to help educate people I know and people I meet about the importance of caring for their pets



SPCA Suncoast

Finding Homes and Saving Lives Since 1964
 7734 Congress Street • New Port Richey, Florida 34653
727.849.1048 • www.SPCAsuncoast.org

Junior Volunteer Application

General Information:

Name:		
Address:		
	City:	Zip:
Phone:	Cell:	
Email:		
Date of Birth:	Current Age:	
Parent or Guardian Name:		
Parent or Guardian Phone:		Cell:

Medical & Emergency Information *(This section MUST be completed):*

Do you have any medical condition(s), such as allergies, that could be aggravated by exposure to high concentrations of animals, cleaning products or latex? ___No ___Yes If yes, what are they?		
Do you have any physical conditions that will limit the kinds of activities you are able to perform such as back or knee issues? ___No ___Yes If Yes, what are they?		
Emergency Contact:		Relationship:
Home Phone:	Work Phone:	Cell:
Name of Physician:		Phone:

Why would you like to volunteer at the SPCA Suncoast?
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Availability:

Do you need hours for school or scholarship requirements? ____No ____Yes If yes, how many? _____

Do you intend to volunteer on a regular basis or short term (such as a holiday break)? _____

Are you volunteering to meet court ordered volunteer hours? Yes No

If yes, please explain the nature of the crime. (Conviction of a crime is not an automatic disqualification for volunteer work.)

What days/hours are you available (please circle all that apply)?

Wednesday	Thursday	Friday	Saturday	Sunday
9-12 12-3 3-6	9-12 12-3 3-6	9-12 12-3 3-6	9-12 12-3 3-6	9-12 12-3 3-6

Junior Volunteer Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteers and to ensure that you have been made aware of certain risks involved with working around animals. The purpose of this agreement is to assure you of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience a safe, productive and rewarding one.

We, SPCA Suncoast, agree to accept the services of _____ (volunteer name) as a Junior Volunteer, who thereby agrees to serve as a volunteer and commits to the following:

1. To meet shift and duty commitments, or to provide adequate notice so that alternative arrangements can be made.
2. To adhere to SPCA Suncoast’s rules and procedures, including confidentiality of SPCA Suncoast’s information.
3. To perform volunteer duties to the best of his/her ability.

Please check each box after reading:

- While my position may not involve contact with animals, I acknowledge that I am aware that there are certain risks involved with working with animals, including but not limited to bites, scratches, zoonotic diseases and allergic reactions. I am also aware that there may be risks involved with using certain cleaning products while performing my duties for SPCA Suncoast.
- I certify that I choose to become a SPCA Suncoast Volunteer of my own free will and take any risks involved knowingly and by choice.
- I certify that I will abide by SPCA Suncoast Policies and Procedures as explained to me by a staff member.
- I acknowledge that I am aware that my picture may be taken during the course of my volunteer work, and I give permission to SPCA Suncoast to utilize any pictures or video taken of me for use in SPCA Suncoast advertising or promotion to the public.

Agreed to on the _____ day of _____, 20_____

Volunteer Signature

SPCA Suncoast Staff Representative

Parent or Legal Guardian Signature

Release and Indemnity of the Society for the Prevention of Cruelty to animals Suncoast Inc.

(hereinafter known as SPCA Suncoast)

The undersigned, in acting as a volunteer for the SPCA Suncoast, hereby releases the SPCA Suncoast, its agents, officers, servants, volunteers and employees of and from any and all liability, claims, demands, actions and causes of actions whatsoever arising out of or relating to any loss, damage, or injury that may be sustained by the undersigned or any of the property of the undersigned.

The undersigned further agrees to indemnify and save harmless the SPCA Suncoast, its agents, officers, servants, volunteers and employees from any and all liability which may hereafter be brought against the SPCA Suncoast by or on behalf of the undersigned or the undersigned's named infant of any of the foregoing matters hereby released.

The undersigned hereby acknowledges the risk inherent in the handling of animals, domesticated or wild, and hereby willingly accepts all such risks.

This release and indemnity shall be binding upon the undersigned, his/her heirs, executors, administrators and assigns.

I agree to the conditions stated above.

Applicant Name: _____

Applicant Signature: _____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

SPCA Suncoast Staff Representative: _____

Date: _____