



**VOLUNTEER APPLICATION/PROFILE**

Date \_\_\_\_\_

<b>Name</b>			
<b>Home Tel.</b>			
<b>Cell/Work</b>			
<b>Address</b>			
<b>City/ST/Zip</b>			
<b>Email</b>			
<b>Emergency Contact Info</b>			
<b>Do you have any pets?</b>	Yes	No	<b>What types i.e. dog(s)/cat(s) &amp; how many?</b>
<b>Occupation</b>			
<b>Special and relevant areas of interest or training?</b>			
<b>Other Volunteer Activities? Please describe current and prior</b>			
<b>AVAILABILITY</b>			
<b>What days and times are you usually available?</b>			
<b>REFERRING SOURCE</b>			
<b>Where did you hear about the Humane Society of Fairfax County?</b>			
<p><b>Following are the many areas within the organization where volunteer support is often required, sometimes on a regular schedule, other times on an on-call basis. Please review each area and consider whether you are willing to assist with the varied tasks listed if called upon to do so. (Please indicate with a "x" in the yellow marked areas)</b></p>			
<b>Task Area</b>	<b>Yes</b>	<b>No</b>	
<b>Administrative Office (Fairfax City)</b>			
<p>Filing, faxing, photocopying; compiling information packets for the public; updating lost and found information; computer work; office cleaning; greeting the public; performing background checks on potential adopters.  <u>Office hours:</u> Monday through Friday 10:00 a.m. – 5:00 p.m. Saturday 10:00 a.m. – 4:00 p.m.  <u>Adoption hours:</u> Monday through Friday 11:00 a.m. to 4:00 p.m. Saturday 11:00 a.m. - 3:00 p.m.</p>			
<b>Handyman – Repairs</b>	<b>Yes</b>	<b>No</b>	
<p>Handyman – Fairfax            Needed to assist with miscellaneous repairs or improvements needed at Fairfax office, farm and thrift stores as needed</p>			

Name:

Cat and Small Mammal Socializers (Fairfax City)	Yes	No
We always need warm-hearted volunteers to spend time with our cats and small mammals in Fairfax, enhancing their social skills, which ultimately makes them more adoptable!		
<b>Cat Adoption Events (for ACAT):</b> Volunteers assist the ACAT team by bringing the adoptable foster cats to adoption events in the community. The HSFC trailer travels to various northern Virginia pet stores with adoptable cats. Volunteers must be comfortable interacting with the public and have reliable transportation.		
<b>Driver/Transporter for Cat Adoption Events:</b> Our ACAT program (outreach cat foster program) needs support transporting cages, tables and supplies to the adoption events at Petsmart on the weekends. We have a tag-a-long trailer, where the supplies are kept, parked at our farm in Centreville. On the 2nd and 4th Saturdays we go to the Petsmart in Fair Lakes and on the 1st and 3rd Saturday we go to the Reston Petsmart. The 4th Saturday, if we have one, is at the Reston Petsmart again. If you can help on any Saturday or every Saturday, we would be eternally grateful. If you do not want to pull our trailer and prefer to haul supplies in your own vehicle, you would need an SUV or larger car to be able to hold everything.		
Thrift Stores (Fairfax City and Falls Church City)	Yes	No
A typical day includes greeting donors, stocking shelves, pricing, organizing, and selling items. (volunteer discount is a nice bonus!) <b>Time commitment: At least a shift per week preferred, but any support is appreciated!</b> Store hours: Monday through Saturday 10:00am – 4:00pm (Second Chance 2 – Falls Church) Monday through Friday 10:00am – 4:00pm, Saturday 10:00am – 3:00pm (Second Chance1 – Fairfax City)		
Farm and Kennel Support (Centreville)	Yes	No
<b>Horse Care:</b> feeding, watering and grooming (supervised); mucking stalls, barn clean-up; general farm grounds maintenance		
<b>Dog Care:</b> feeding/watering; cottage/kennel and dog yard clean-up; socializing – play time and quiet time; obedience training opportunities		
<b>Special projects</b> as needed: re: fence repair, other “handyman” items		
Fundraising and Organization Development (Northern Virginia wide)	Yes	No
Staffing our booth at craft fairs and other community events such as Bark Bowl, Santa Paws		
Grant funding research and application preparation/submission; other fundraising opportunities		
Humane Education (Northern Virginia wide)	Yes	No
Volunteers can visit area schools, scout troops, women's groups, rotary organizations and respond to other requests for speakers to discuss animal care and the HSFC as an organization. Requires public speaking, often during business/school hours.		

Name:

<b>Transportation</b>		<b>Yes</b>	<b>No</b>
Helping take animals to and from vet appointments; picking up new arrivals from area shelters and other locations			
<b>Foster Homes</b>		<b>Yes</b>	<b>No</b>
<b>We desperately need foster homes!</b> Willing to foster <b>cats/kittens</b>			
Willing to foster <b>small mammals</b>			
Willing to foster <b>special case dogs</b> if needed (i.e., mother dog and pups)			
<b>Name</b>			
<b>Adoption Visitors (Pre-Adoption and Post)</b>		<b>Yes</b>	<b>No</b>
Visit potential adopters' residences, review the location, offer suggestions to make the animal feel most comfortable, etc. Similarly, we need people willing to visit the animals and their new families after adoption to ensure everyone is happy and thriving.			
<b>Miscellaneous</b>			
Computer tasks and other paperwork items that can be done from home on an as needed basis i.e., flyer production, signs, etc.			

## **VOLUNTEER AGREEMENT**

In consideration of this opportunity to volunteer, I agree to the following terms and conditions, intending to be legally bound by them:

1. I will abide by the mission, rules, regulations, policies and programs of the HSFC while I am a volunteer.
2. If I stop being a volunteer for the HSFC for any reason, or upon the HSFC request at any time, I will promptly return all of the HSFC supplies, equipment, records, monies, and other items in good, clean condition.
3. I understand that I am working with, socializing, and/or transporting animals owned and maintained by the HSFC at my own risk, and while every foreseeable precaution has been taken to insure my safety, I will not hold the agents, employees, successors, assigns or representatives responsible or liable for accident, injury, property damage or loss which might occur.
4. I assume the risks of being bitten, scratched, injured, or frightened by cats, kittens, dogs, puppies and all other animals in connection with my volunteer work for the HSFC. HSFC is not liable to me for any injuries, damages, liabilities, losses, judgments, costs or expenses whatsoever, which I might suffer or sustain in connection with the performance of my volunteer activities for the HSFC, unless they are the result of the HSFC gross negligence or intentional misconduct. I will indemnify, defend and hold the HSFC harmless from and against any claims, lawsuits, injuries, damages, losses, costs or expenses whatsoever, sustained by any companion animal or any person in connection with my intentional misconduct or grossly negligent performance of volunteer activities for the HSFC, or my breach of HSFC rules, regulations, policies and programs.
5. Animals can be unpredictable in their behavior, as well as carry unknown diseases, which may or may not be communicable to humans. I understand and agree to work with or around these animals and will not hold HSFC responsible for any illness or contaminant if contracted.
6. I understand and agree that the HSFC may refuse volunteer applications for any reason.
7. If I will be sheltering or providing foster care or boarding any of HSFC animals in my home or business, I consent to the HSFC visiting my home or business from time to time to observe the animals and their living quarters.
8. I also grant to the HSFC, its representatives and employees the right to take photographs of me. I authorize the HSFC, its assigns and transferees to copyright, use and publish the same in print and/or electronically for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.
9. I am over the age of 18 and, if I am not, my parent/legal guardian has agreed to my volunteer service and has signed below indicating such agreement. In the case of a minor, parent or guardian agrees this agreement is binding.
10. I certify that I have never been convicted of any crime or misdemeanor involving animal cruelty, neglect or abandonment
11. Any modification to this Agreement must be in writing signed by both parties. This Agreement is binding upon the HSFC, me, and the HSFC and my respective heirs, successors, assigns, executors, and personal representatives.
12. I have accurately and truthfully completed this Volunteer Application/Profile and Agreement.

Date: \_\_\_\_\_

**APPLICANT**

**HSFC REPRESENTATIVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature, parent or guardian  
(If under age 18)

\_\_\_\_\_  
Title

Return the completed form to HSFC via one of the following methods:

**HSFC - ATTN: Volunteer Coordinator**  
**4057 Chain Bridge Road Fairfax VA 22030**  
Via email: [hsfcnews@yahoo.com](mailto:hsfcnews@yahoo.com) Fax 703-935-8225