



# Cochecho Valley Humane Society

Volunteer Application

262 County Farm Rd.  
Dover, NH 03820  
Phone: (603) 749-5322 ext. 111  
Fax: (603) 749-3484  
Email: [volunteerc@cvhsonline.org](mailto:volunteerc@cvhsonline.org)  
Website: [cvhsonline.org](http://cvhsonline.org)

## Steps to becoming a volunteer-

1. Complete the volunteer application and return it to the Volunteer Coordinator either in person or by mail.
2. Upon receipt of your completed application, the Volunteer Coordinator will contact you with the next available orientation date.
3. Attend an orientation session at Cochecho Valley Humane Society.
4. Attend a one-on-one training session with the Volunteer Coordinator before working directly with the animals. If you do not want to work with the animals, a tour is not necessary.

Cochecho Valley Humane Society is a community-funded, non-profit animal welfare organization. The mission of CVHS is to provide quality, compassionate care and shelter to our animals in partnership with educating the community with respect to animal treatment and welfare. CVHS cares for approximately 2,300 animals each year and relies heavily on volunteers to help with everything from in-shelter care to fundraising.

**Volunteers must be a minimum of 14 years old to volunteer and require the supervision of an adult (someone 18 or older) at all times. Volunteers must be 16 to volunteer without a guardian. Each person needs their own application.**

Please read the entire application carefully and fill in all required fields.

If you are applying to fulfill a community service requirement for school or work, please make sure that you allow enough time to be trained and oriented before your community service deadline.

**CVHS does NOT accept volunteers who need to complete court ordered community service.**

Thank you for your interest in becoming a volunteer!

If you have any questions or concerns, please contact the Volunteer Coordinator.

Alaina Goodnough  
Volunteer Coordinator  
(603) 749-5322 ext. 111  
[volunteerc@cvhsonline.org](mailto:volunteerc@cvhsonline.org)

## Frequently Asked Questions

**Q:** *How old do I have to be to volunteer?*

**A:** To volunteer, you must be at least 14 years of age. Anyone under the age of 16 must have a parent or guardian (who has gone through the volunteer process) with them at all times while volunteering. A youth employment certificate must be obtained prior to volunteering. Paper work is available through the Volunteer Coordinator. Anyone between 16 and 17 may volunteer alone with a permission slip signed by a parent or guardian. To become a foster parent, a bingo volunteer, or an animal transport volunteer, the minimum age is 21.

**Q:** *My child is under 14- can he/she still volunteer with parental supervision?*

**A:** According to Federal Law, nobody under the age of 14 is allowed to volunteer regardless of parental supervision. There is no exception to this law! We do, however, offer Humane Education programs for groups of any age. To arrange a Humane Education presentation, contact the Humane Educator at [humaneed@cvhsonline.org](mailto:humaneed@cvhsonline.org) or (603) 749-5322 ext.111.

**Q:** *What is the minimum commitment to volunteer?*

**A:** Ideally, we like in-shelter volunteers to commit to at least one hour per week. However, we understand that circumstances can arise that prevent you from fulfilling your weekly commitment. For Bingo volunteers, we ask for a minimum of 1 Saturday per month.

**Q:** *What if my schedule is unpredictable and I can't commit to the same time each week- can I still volunteer?*

**A:** Definitely! Speak with the Volunteer Coordinator about setting up a flexible volunteer schedule. We are also in need of special event volunteers who can help with one-time events, such as the Dessert Tasting and Silent Auction in March.

**Q:** *I am required to do community service for school/court/work, can I volunteer at CVHS?*

**A:** Anyone requiring community service hours for school or work is welcome to apply to the shelter's volunteer program. Volunteer orientations often fill up a month in advance and are a requirement for all new volunteers. Please allow plenty of time for orientation and training before your community service hours are due. CVHS does not guarantee you will complete your community service hours if you wait until the last minute to apply. Unfortunately, CVHS does not participate in court order community service.

**Q:** *Does CVHS need help on weekends? Or holidays?*

**A:** Yes! The shelter animals need to be taken care of 7 days a week, 365 days a year. We can definitely use help on weekends, and holiday help is greatly appreciated. The shelter runs on an abbreviated schedule on holidays, so check with the Volunteer Coordinator to see when the shelter will be open. Remember that an application, orientation, and training are still required of all volunteers – even if you are only available to volunteer on holidays.

**Q:** *Can my friends and family members join me when I'm volunteering?*

**A:** Unfortunately, we can't allow anyone to join you unless they've been through training and orientation. If someone you know is interested in joining the volunteer program, have them get in touch with the Volunteer Coordinator.

## Volunteer Service Description

Bingo Volunteers: Bingo Volunteers must be a minimum of 21 years old and commit to 1 Saturday per month.

- Operating the Bingo machine and calling the numbers
- Paying Bingo winners
- Selling Bingo games and Long Shot tickets
- Preparing deposits for the evening

Cat Room Volunteers: Cat room volunteers help with cleaning and socializing of adoptable cats.

- Cleaning litter pans, feeding, watering, changing bedding, and cleaning cat kennels before the shelter opens to the public at 11am
- Socializing with adoptable cats
- Maintaining a clean adoption room throughout the day. (Sweeping, cleaning up spilled litter or food, etc.)
- Preparing clean dishes and litter pans for the following day

Dog Room Volunteers: Dog room volunteers help with the walking, cleaning, and socializing of adoptable dogs.

- Providing fresh bedding for each dog in the adoption room and making sure they have fresh water
- Keeping the adoption room presentable to potential adopters
- Walking adoptable dogs
- Helping socialize the adoptable dogs

Small Animal Room Volunteers: Small animal room volunteers assist in the cleaning and socializing of rabbits, guinea pigs, ferrets, gerbils, and birds.

- Cleaning litter pans, feeding, watering, and changing bedding in rabbit cages
- Socializing with small animals
- Sweeping the floor and keeping the room presentable to potential adopters

Foster Care Volunteers: Foster Care volunteers provide 24 hours a day/ 7 days a week temporary care to shelter animals anywhere from a few days to 8 or more weeks.

- Provide a separate room for animal(s) for duration of foster care
- Socialize, feed, clean, and care for foster animal(s) on a daily basis
- Return animal(s) on scheduled dates for vaccines, check-ups, etc.
- Return animal(s) to the shelter at the end of foster care

General Shelter Care Volunteers: General care volunteers help with the daily running of the shelter.

- Assist with laundry
- Washing food dishes and litter pans
- Helping staff put away donations
- Helping keep shelter clean and organized

Humane Education Volunteers: Humane Education volunteers assist the CVHS Humane Educator in teaching Humane Education programs to school, troop, and local community groups

- Give tours of shelter as requested
- Travel to local locations to make presentations

Local Animal Transport Volunteers: Local Animal Transport volunteers transport shelter animals to and from their vet appointments.

- Pick up animal(s) at shelter along with corresponding paperwork
- Drive animal(s) to destination
- Sign any paperwork required for animal(s) to receive treatment, surgery, etc.
- Pick up the animal(s) at designated time and return them to the shelter along with any paperwork given by the veterinarians

Donation Banks: Donation bank volunteers assist with fundraising efforts in the community by placing and monitoring collection banks at local businesses.

- Place donation banks at businesses
- Regularly empty donation banks
- Bring donations to CVHS

Special Event Volunteers: Special Event volunteers assist with the set up, breakdown, and running of special events and fundraisers.

- Distributing promotional materials for the events
- Attending and assisting on the days of events
- Assisting with the physical set up and breakdown of the event

On Call Morning Volunteers: Assist in cleaning the shelter on an on-call basis when staff members and scheduled volunteers can't make their shift.

- Receive calls by 8:30am if volunteers are needed
- Helping clean, feed, and walk animals before the shelter opens to the public
- Must be available to help until we open to the public at 11am



# Volunteer Application

262 County Farm Road  
Dover, NH 03820

Phone: 603-749-5322

Email: [volunteerc@cvhsonline.org](mailto:volunteerc@cvhsonline.org)

**Please read carefully, sign everything, and print clearly!**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name D.O.B Today's Date

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Home Phone Cell Phone Email Address  
**Email is the main way CVHS will communicate with you!**

## **Emergency Contact:**

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

## **Interests:**

Please check all that apply. You are not committed to anything you check.

- Animal Care (working directly with animals at the shelter)
- Foster Care
- Humane Education
- Donation Banks
- BINGO
- Local Animal Transport
- Special Events

**Availability:** Volunteers are able to assist at the shelter during the following hours:

Sundays, Monday, and Wednesday: 8am until 4pm  
Tuesdays and Thursday: 8am until 6pm (7pm in the summer)  
Fridays and Saturdays: 8am until 5pm

**Questions:**

1. Do you have any allergies or limitations we should be aware of?

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2. Are you covered by your own health insurance? If so, who is your provider?

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3. Do you have any pets? What kind? Are they spayed or neutered?

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4. Why are you interested in volunteering at CVHS?

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5. How did you hear about the CVHS volunteer program?

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6. Do you have any special skills or certifications that you think could be helpful to the shelter?

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7. Have you ever been convicted of a crime that involved substance abuse, theft, animal cruelty or violence? Please explain and provide dates.

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8. Have you ever been a volunteer at CVHS? If yes, when did you volunteer and what was your reason for leaving?

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9. Do you have any specific questions or concerns that you would like to discuss?

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10. Are you applying to fulfill community service hours for school, a class, work, etc.? (CVHS does not sign off on court ordered community service). YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please provide the following information:

School or Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_

Number of hours required: \_\_\_\_\_

Deadline for hours to be completed: \_\_\_\_\_

**Policies**

1. CVHS cares for abandoned, abused, neglected and stray animals. We make every effort to place animals in caring homes. Animals that are appropriate for adoption are never given a time limit- they stay at the shelter until we find them homes. We also do not discriminate against specific breeds or older animals. However, animals that are too seriously ill, injured, or aggressive to be adopted may have to be humanely euthanized. As a volunteer, you will never be involved in this process. Do you have any questions or concerns about the Euthanasia Policy?

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I understand the CVHS Euthanasia Policy \_\_\_\_\_  
Signature Date

2. Much of the information regarding the animals at CVHS is highly sensitive. It is important that customers and members of the public feel secure giving us such sensitive information. As a volunteer, you may become privy to this type of information. It is absolutely forbidden to discuss information regarding staff, customers, or animals not yet available for adoption with outside parties. Breaking the Confidentiality Policy will result in volunteer termination.

I understand and agree to adhere to CVHS' Confidentiality Policy \_\_\_\_\_  
Initial Date

**Video and photo release:**

As a volunteer at Cocheco Valley Humane Society, you may find yourself the subject of photographs or video footage- especially at special events. We would like to be able to use those images for fundraising, newsletters, and publicity purposes. We will never take your photo or likeness if you ask to be excluded from photo taking. Please sign below to give CVHS permission to use your photo.

\_\_\_\_\_  
Signature Date

Volunteer Release Form

I, the undersigned, release, waive, and forever hold harmless Cocheco Valley Humane Society, hereinafter referred to as CVHS, from any and all claims, injuries or harm suffered at any time hereinafter while a volunteer with CVHS. This release shall be binding on the undersigned, his/her assigns, executors, administrators, conservators, or guardians.

I further acknowledge that as a volunteer no compensation shall be received for any services provided.

CVHS does not assume nor accept responsibility or liability for claims, injuries, or harm suffered by the undersigned for volunteer services preformed.

The undersigned is hereby aware and acknowledges that the care of animals at CVHS involves risk of possible injury or harm to the undersigned from contact with the animals themselves, from performing other volunteer services at the facility, and from entering or leaving the facility.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

If the applicant listed above is under 16 years of age, the signature of a parent or guardian is required in addition to the applicant's signature.

- 1. I agree to the conditions stated above
- 2. I understand that the applicant must be supervised by a guardian who is at least 18 years of age and has completed the application and training process. This is a CVHS policy and we will not make exceptions.**

Printed name \_\_\_\_\_  
Parent/legal guardian

Signature \_\_\_\_\_

Date \_\_\_\_\_



Volunteer Agreement

As an open-admission animal shelter, we rely on volunteer help to run our organization and care for the animals in our custody. Volunteers make a substantial contribution to CVHS, and we appreciate everything you do to improve the lives of the animals in our care. Volunteers have a major influence in the lives of CVHS animals, so it is important that we take seriously our commitment to our volunteers, and your commitment to the CVHS Volunteer Program.

- I. CVHS’ commitment to volunteers
  - 1. To provide you with proper training and knowledge to perform your volunteer duties
  - 2. To be available to you for questions, concerns, or feedback
  - 3. To communicate openly with you regarding any changes in policy and/or procedure
  - 4. To listen to any suggestions you may have regarding the operation of our organization
  - 5. To treat all volunteers with respect, appreciation, and friendliness
  
- II. Volunteers’ commitment to CVHS
  - 1. To be punctual in attendance for my scheduled shift, or to call the Volunteer Coordinator if I cannot make it
  - 2. To adhere to all CVHS policies set forth in the Volunteer Handbook (to be received at orientation) with the understanding that I will be notified if policies change
  - 3. To perform volunteer duties safely and to the best of my ability, and to ask for help when I am not confident performing a task
  - 4. To notify the Volunteer Coordinator if I intend to discontinue my volunteer work
  - 5. To treat CVHS staff members with respect, appreciation, and friendliness, and to work under their supervision
  - 6. To treat all animals, other volunteers, and the public with dignity and respect
  - 7. To respect the CVHS Confidentiality Policy

I have read and understand the above terms and conditions of the volunteer agreement and agree to comply with them.

Signature of volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Volunteer Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Certification

I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that falsifying or omitting information may be cause for rejection of my application or termination of my volunteer service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date