



Interested in volunteering your time? Please fill out this form and follow the instructions for getting started on the following pages.

1. Age & Hours Restrictions

- The minimum age to volunteer is 13. Volunteers between the age of 13 and 15 must be accompanied by a parent who will supervise them at all times, no exceptions. Parents must also fill out a form.
- If you do not plan on completing a minimum of 25 hours of service (example your school/church/etc. requires only 10 hours) you will not be able to work directly with the animals since training is required and reserved for long term volunteers.
- If you have less than 25 hours of service to complete, we encourage to work on a fundraising project. For upcoming fundraisers please contact us at willcountyhumanesociety@gmail.com.

3. Your Information - Please Print

Name	
Street Address City/State/Zip	
Best Contact Number	
e-mail	
Emergency Contact Name & Rel.	
Emergency Contact No.	

4. Are you more interested in working cats or dogs (please circle one): Cats or Dogs

5. Weekly Volunteer Opportunities

Below you'll find a listing of volunteer days and times. During a normal volunteer shift you're helping us clean and organize the shelter and interact with adoptable pets. Duties may include: general cleaning and sanitation, cat litter scooping, washing and refilling bowls, socializing, laundry, sweeping and mopping, animal socialization and other duties as assigned. Please select which day works best for you. NOTE: Winter hours may be shorter.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours > Dogs	4 - 7PM	None	4 - 7PM	None	4 - 7PM	9 -11 AM	9 -11 AM
Hours > Cats	4 - 6PM	None	4 - 6PM	None	4 - 6PM	None	None

*Note: Sunday afternoon cat room hours are for working with the public by helping match cats with potential adopters. Customer service is essential.

6. Additional Opportunities

In addition to weekly volunteer day we're also in need of volunteers for special events and projects. Circle any you're interested in.

Adoption Events	Parades	Yard Work	Cleanup Days	Carpentry	Grooming/Bath	Construction
Data Entry	Website	Mailings	Public Relations	Photography	Fundraising	Organizing

7. Waiver (IMPORTANT - Please review, required for all volunteers)

Will County Humane Society is not responsible for any injury incurred while volunteering on or off property, including animal related injuries. By signing this agreement, I understand that all injuries are my responsibility and will be covered by my personal homeowner's insurance and/or personal health insurance.

In consideration of my participation in the activities of the Will County Humane Society. I do hereby agree to hold free from any and all liability the Will County Humane Society and its respective officers, employees, and members and do hereby for myself, my heirs, executors, and administrators, waive, release and forever discharge any and all rights and claims for damages which I may hereafter occur to me arising out of or connected with my participation of the activities or duties of the Will County Humane Society.

I here, do declare myself physically sound, having medical approval to participate in the activities of the Will County Humane Society.

Your Signature: _____ Date: _____

Getting Started

Thanks for choosing to become a Will County Humane Society Volunteer. We're glad you're here because volunteers just like you are the key to our success! The time and effort volunteers spend with the animals at the shelter and at our many events keep WCHS empowered to save the lives of homeless animals. By joining WCHS team of dedicated volunteers, you'll be building strong relationships with the community, animals and other like-minded volunteers. It's an experience you won't soon forget. Getting started volunteering is as easy as 1-2-3!

1. Fill Out A Volunteer Form - You can find forms at the shelter or online at our website willcountyhumane.com.
 - Note: The minimum age to volunteer is 13. Volunteers between the age of 13 and 15 must be accompanied by a parent, no exceptions. Parents need to fill out a separate Volunteer Form.
 - All volunteers are expected to complete a minimum of 25 service hours. If you do not plan on completing 25 hours (example your school/church/etc. requires only 10 hours) you will not be able to work directly with the animals since training is required and reserved for long term volunteers. If you have a few hours of service to complete we encourage to work on a fundraising project. For upcoming fundraisers please contact us a willcountyhumanefundraising@gmail.com.
 - **IMPORTANT: If you're looking to fulfill court appointed community service hours this is NOT your program. Please contact Shelter Managers Leslee and/or Malorie at 815.741.0695 to schedule work time.**

2. Select Your Volunteer Opportunities:
 - a. Weekly Dog/Cat Volunteers:
 - i. Choose your preference for Cats or Dogs. Yes, you need to choose one but because training for both areas are completely different. You can always change later. Skip to step three once you've made your choice.
 - b. Fundraising: Send us an e-mail at willcountyhumanefundraising@gmail.com to be added to our opportunity list.
 - c. Other Opportunities: Drop your form off at the shelter and we'll contact you as events and needs arise over the course of the year.

3. Weekly Volunteers - Getting Started (Remember choose only choose one)

Dog Volunteers	<ul style="list-style-type: none"> • Choose the day of the week you'd like to regularly volunteer from the list below. • Thoroughly review the General Guidelines and FAQs on the following page before your first day. • Show up at the start time scheduled below for new volunteers and present your completed form to the Volunteer Coordinator listed. • There's NO need to contact the shelter to start volunteering.
Cat Volunteers	<ul style="list-style-type: none"> • Choose the day of the week you'd like to regularly volunteer from the list below. • Thoroughly review the General Guidelines and FAQs on the following page before your first day. • Show up at the start time scheduled below for new volunteers and present your completed form to the Volunteer Coordinator listed. • Sunday Volunteers Only - Volunteers need to show up from Noon to 1 PM to complete an orientation with an experienced volunteer. Once your orientation is completed you can follow normal Sunday hours (Noon to 5 PM). • <u>Make sure and let your Coordinator know that you've already been trained.</u>

Dog & Cat Room Volunteer Hours and Coordinators

Weekday	Dogs			Cats	
	New Volunteer Start Time	Regular Volunteer Hours	Coordinators	Volunteer Hours	Coordinators
Monday	5PM	4 PM to 7 PM	Kyle Corzan	4 PM to 6 PM	Hannah Fawley
Tuesday	None	None	None	None	None
Wednesday	6PM	4 PM to 7 PM	Patti Danko	4 PM to 6 PM	Leslee Kempes
Thursday	None	None	None	None	None
Friday	5PM	4 PM to 7 PM	Cindy McKeand	4 PM to 6 PM	Roxanne Dyers
Saturday	9AM	9 AM - 11 AM	Diana Milek	None	None
Sunday	9AM	9 AM - 11 AM	Diana Milek	Noon - 5 PM	None

Note: Hours may be reduced in winter and bad weather.

General Volunteer Guidelines

All Volunteers

- Volunteers are welcome during official volunteer hours. Volunteers should not be at the shelter during open hours. Volunteer Opportunities may exist to volunteer for special duties while the shelter is open. See your Coordinator for more information.
- All volunteers should dress appropriately for each season's weather. The shelter grounds tend to flood in the Spring, so waterproof boots are a must. Volunteers are not allowed to wear pajamas, slippers or flip-flops.
- Always enter the building from the back gate/door by the dog runs.
- Please do not answer the shelter phone or go behind the office desk.
- If someone comes to the shelter to see animals please let them know that the shelter is closed and notate the hours on the front door. Contact your Coordinator regarding any other questions.
- We insist that you do not bring friends and family members to the shelter during volunteer hours who have not completed Volunteer Forms.
- If you are approached by someone looking to give up their pet NEVER accept the pet. Contact your Coordinator immediately.
- Your Coordinator may ask you to confirm your attendance.

Dog Volunteers

- Check with your Coordinator regarding dogs with special needs, health conditions or walking/interaction restrictions.
- Close all gates and doors behind you. Use carabiners/clips as available. If you're uncomfortable walking specific dogs, please let your Coordinator know.

Dog Walking Guidelines

- We all fall for one particular pet or other over time, but it's important that we walk ALL dogs first before you select one dog for individual attention.
- Assume that all dogs do not get along and keep a safe distance of 10 feet or more from other walkers UNLESS your Coordinator has told you that dogs may be walked together.
- Work as a team so that everyone is in the loop regarding which dogs have been walked, and which still need to be walked.
- Slip leads must be used on all dogs. Keep the slip lead snug during your walk. Volunteers should not use regular collars, chokers or pinch collars unless directed by a Coordinator.
- Stay close to the walking path and keep away from the house on the property, animals near the house and the cat room.
- Cell phone use is not allowed while walking dogs. Smoking is also not allowed on property.
- Walkers must pick up dog waste while walking. Bags are provided by Coordinators.
- Do not run or jog with dogs.
- Keep an eye on the dog while walking. If they appear to be in pain or limping, stop walking and notify your Coordinator.
- Never yell at a dog, jerk the collar or kick a dog. Anything appearing as abusive to the dogs will result in your immediate dismissal.
- Check with you Coordinator regarding toys.
- No dogs or volunteers on top of picnic tables.

Resources

- Official Website: www.willcountyhumane.com
- You can also find us on Facebook

FAQs

- What is a no-kill shelter? - All adoptable or medically treatable animals are saved and adopted, no matter how long the adoption process might take. This differs from kill shelters/animal control which euthanize after a set amount of days.
- Where do your adoptable pets come from? - Our adoptable pets generally come from two sources, transport systems and owner relinquishment. Transport systems bring pets from kill shelters to shelters with openings. Pets that arrive through the shelter system are typically from southern Illinois or our southern states that have overpopulation issues. Owner relinquishment involves a current owner giving up their pet(s), which happens for a variety of reasons
- Why can't the shelter take in any more animals? - Since we're a no-kill shelter we can only take in new homeless pets after our existing pets are adopted. At any given time, the shelter houses 35 dogs and over 75 cats.
- What's the adoption process? - Every person who wants to adopt a pet fills out an Adoption Form which is reviewed by a volunteer Adoption Counselor who performs a background check, vet check and home visit. The purpose of the screening process is to make sure applicants are a good fit for the pet they're trying to adopt. which reduces returned pets. All adopted pets are spayed or neutered and up to date on shots.
- Why do I have to sign a Hold Harmless Agreement to Volunteer? - All volunteers are required to sign a Hold Harmless agreement which means that the shelter is not liable for any injury you sustain while at the shelter or performing volunteer duties off site. This includes injuries caused by animals. All care would need to be covered by your personal health insurance and/or homeowners' insurance. Volunteers may be asked to sign a new form on an annual basis.