



Want to volunteer with Simcoe and District Humane Society?

Great! Let's begin...

1. Visit the SDHS Trailer or our website www.SimcoeDHumane.ca to see our volunteer postings if there are new postings. If there is a posting you are interested in, ask for your volunteer application package at the office.
 - a Note: We are always in need of Volunteers as people retire, move, get sick, find or change jobs, go to school in a different area.
2. Choose two people to be personal references (not immediate family) and have them fill out the personal reference forms included in the volunteer application package or get permission to add their phone number.
3. Return the completed forms to the office in a sealed envelope. Please write 'Volunteer Application' on the outside of the envelope. If the office is closed, you may leave your envelope in the white "locked" mailbox.
4. When you have your volunteer interview, the letter requesting the criminal record check will be signed.
5. Apply to the Ontario Provincial Police for a police record check. There is a form and letter with more information in the application package. There may be a cost for this service.
6. Participate in the scheduled volunteer orientation and training sessions specific to your volunteer role. These dates and times will be posted at the trailer. You will be notified of the dates and times by email or by phone.
7. Start your new volunteer experience, making a huge difference in the community.
8. You will receive ongoing opportunities and feedback

Thank you for helping us help those who cannot help themselves!



Simcoe and District Humane Society
Performing Animal Welfare Service in and around Norfolk County since 1953

Simcoe & District Humane Society Volunteer Application

Date Of Application: _____

Contact Information

Name:	
Street Address:	
Mailing Address:	
City ST ZIP Code:	
Home Phone:	
Work Phone:	
Cell Phone:	
E-Mail Address:	

Are you at least 16 years of age? yes no (you must be at least 16 years of age to volunteer with the Humane Society)

Why do you want to volunteer with the Humane Society? _____

Do you need volunteer hours to meet a program requirement? YES NO If yes how many hours_____

Name of school if you are a student_____

Availability

During which hours are you available for volunteer assignments?

- Weekday Mornings Weekday Afternoons Weekday Evenings
Weekend Mornings Weekend Afternoons Weekend Evenings

How would you like to help?

- | | |
|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Field work |
| <input type="checkbox"/> Work in the Daily Operations Trailer | <input type="checkbox"/> Events |
| <input type="checkbox"/> Answer phones | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Deal with clients and donors | <input type="checkbox"/> Deliveries |
| <input type="checkbox"/> Keep database current | <input type="checkbox"/> Phone calls to volunteers |
| <input type="checkbox"/> Do outside chores | <input type="checkbox"/> Volunteer coordination |
| <input type="checkbox"/> Maintain inventory | <input type="checkbox"/> Newsletter production |
| <input type="checkbox"/> Help with animal care | <input type="checkbox"/> Solicit Support for the "Tree of Life" |
| <input type="checkbox"/> Clean kennels and trailer | <input type="checkbox"/> Find Sponsors for Adopt-a-Pet Ads |
| <input type="checkbox"/> Transport SDHS Animals | <input type="checkbox"/> Volunteer at special events |
| <input type="checkbox"/> Do Laundry | <input type="checkbox"/> Organize and direct fundraisers |
| <input type="checkbox"/> Assist with Foster Care Program | <input type="checkbox"/> Find Corporate Sponsors to Support SDHS |

Are you interested in being on a committee?

yes no

Which Committee would interest you?

- | | |
|---|---|
| <input type="checkbox"/> Become a Board Member | <input type="checkbox"/> Volunteer and Membership |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Donations and Finance |
| <input type="checkbox"/> Norfolk Com. Animal Fair | <input type="checkbox"/> Junior Humane Society |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Stray and Feral Education |
| | <input type="checkbox"/> Public Awareness/Education |



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Occupation or Employer: _____

May we contact you at work ____ Yes ____ No?

Do you know anyone who is a volunteer here? _____

When was the last time you visited the SDHS? _____

What was the reason for your visit? _____

For which volunteer position(s) are you applying? _____

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience.

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Volunteers dealing with money or vulnerable persons are required to hold a clear Police Record Check. If you are interested in one of these positions, please ask for you Police Clearance request.

Thank you for completing this application form and for your interest in volunteering with us.



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Please list 2 References that may be called OR get 2 references to fill in the forms attached.

Reference #1:

Name of Reference: _____

Contact # _____

Reference #2:

Name of Reference: _____

Contact # _____



Name of Volunteer Applicant: _____

If your Reference is unavailable to fill this form in Please get their permission and add their Phone# _____ so we may contact them.

Reference Check Questionnaire

Name of Reference: _____

The applicant has applied to be a volunteer with Simcoe and District Humane Society and has offered you as a reference. We would like to ask you a few background questions. Please use the back if you need more space to write.

1. How long have you known the applicant and in what capacity?

2. Animals are what SDHS is all about. Can you tell us about the applicant's experience with animals? How does s/he interact with animals?

3. Can you tell us about experiences this applicant had that will help with the volunteer position they have applied for?

4. Some of our programs include working with vulnerable persons including: seniors, children, and young people. Tell us how you think the applicant will work with these groups.

5. What experience or qualities do you think the applicant has that will make him/her a great Humane Society Volunteer?

6. Is there anything else you would like to tell us about this applicant and his/her wish to volunteer with the SDHS?

Reference Signature _____

Date: _____



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Date: _____



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24 Grigg Drive, Simcoe, ON N3Y 4L1

Ph: 5194289161 Fax: 1-866-817-1819

Email: volunteers@SimcoeDHumane.ca Website: www.SimcoeDHumane.ca

Ontario Provincial Police

REQUEST FOR VULNERABLE SECTOR SCREENING

This form must be delivered and picked up in person during regular business hours. Those living in Norfolk County should visit the OPP Detachment 548 Queensway West, Simcoe.

- Fill out the appropriate forms at the OPP office
- You will need to provide 2 pieces of identification (1 must be a photo ID) along with the form below
- Once the screening is complete and with acceptable identification verifying your identity you can pick up the search results at the OPP office
- Contact the SDHS once the record check has been obtained to continue with the volunteer process

Ontario Provincial Police
Norfolk Detachment

To Whom It May Concern:

Simcoe and District Humane Society is a non-profit organization who assists animals sick, injured and in distress. Members, including the Board of Directors, volunteer to carry out the Society's mandate.

_____ has expressed interest in a position volunteering with the Jr. Humane Society "Critter Buddies" program involving young people 11-18 or will be dealing with clients directly, or the upcoming SWAP (Seniors with Animals and Pets Program) requiring a Criminal Record Check.

We would request a Criminal Record Check, a Vulnerable Sector Screening and a Pardoned Sex Offender Database check be done on this volunteer.

The completed Criminal Record Check may be forwarded to the applicant, who will then forward it to Simcoe and District Humane Society.

Thank you for your assistance in this matter.

Sincerely,

_____ Position: _____
Representative for Simcoe and District Humane Society

This letter is NOT valid unless signed.