

VOLUNTEER INFORMATION SHEET



**Charlotte Edkins Animal Adoption Center
PO Box 221, Kalispell, MT 59903 (406) 752-7297**

Please note: Only those 16 and older can attend the orientations and become volunteers. We plan to start a youth program for those under 16 by summer '07. Contact the Volunteer Coordinator for more information.

Date: _____
Name _____
Mailing Address: _____ City: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell: _____
Email Address: _____

We welcome volunteers in all the following areas. Please check those that interest you.

- Animal care (cleaning kennels, walking dogs, grooming/bathing, socializing)
- Foster care (in-home care for animals with special needs)
- Special events (on- and off-site, including accompanying mobile adoption vehicle to various locations)
- Educational (helping with youth program or giving presentations in schools)
- General administrative (preparing mailings, data entry, special research, desk projects)
- Front desk (everything customer-related, including processing all adoption paperwork)
- General maintenance (janitorial, watering flowers, grounds upkeep, carpentry)
- Pet food pick-up (occasional transport of food from Wal-Mart and other stores to shelter)
- Pet banks (maintain pet bank containers in local businesses)
- Fundraising (assist board members and staff in fundraising efforts)

Do you have special skills, talents, or knowledge to share with us? These would include experience with animals and/or other areas such as artistic abilities, computer skills, professional grooming, public speaking, writing skills, etc.

Do you have previous volunteer experience? If so, give organization name(s) and service(s) you provided: _____

Circle all that apply: Employed Retired Not employed Student

Any additional information you'd like us to know about you? _____

How did you find out about our volunteer program?

Do you know a local business or individual who might be willing to donate services or become a sponsor of our Humane Society? _____

Can you commit to volunteering here for at least 6 months? Yes No
If not, for how long? _____

We have a mandatory volunteer General Orientation for 45 minutes one Saturday morning per month. Those interested in working directly with the animals must also attend a 2-hour Animal Care Orientation generally held the following Wednesday evening. Contact Nancy Reece Jones, Volunteer Coordinator, for information about the next scheduled orientations at 406-752-7297 or nancy@hsnwmmt.com.