



PO Box 686  
Peru, NY 12972  
Tel: 518-643-2451

[www.elmorespca.org](http://www.elmorespca.org)

556 Telegraph Rd.  
Peru, NY 12972  
Fax: 518-643-5182

## Volunteer Information

Thank you for your interest in volunteering at Elmore SPCA. We are committed to providing temporary care and shelter for stray, abandoned, and relinquished animals and finding these animals responsible and loving homes. Volunteers are an integral part of this mission, therefore, please understand that the animals and staff depend on you to be there during your scheduled volunteer service. Please remember that volunteering is not weather dependent. Our animals need care in rain, snow, and sunshine.

### **Application Process:**

Step 1: Complete a Volunteer Application.

Step 2: You will be contacted within 2 weeks of Elmore's receipt of your application by the Volunteer Coordinator who will talk to you about the shelter and the volunteer opportunities you are interested in.

Step 3: Complete any training necessary for your volunteer position.

The Volunteer Application must be completed in full, signed, and dated. **Please write legibly.** The application may be submitted in the following ways:

- Dropped off at the shelter during open hours (Monday through Friday 12p-4p or Saturday 11a-4P) at 556 Telegraph Road, Peru, NY.
- Mailed to Elmore SPCA, PO Box 686, Peru, NY 12972
- Scanned and emailed to [Emily@elmorespca.org](mailto:Emily@elmorespca.org).

If you have any questions about the application process, please contact Emily Filion, Volunteer Coordinator at [Emily@elmorespca.org](mailto:Emily@elmorespca.org).



# Volunteer Application

## VOLUNTEER INFORMATION

Date of Application \_\_\_\_\_ 18 years of age or older Yes No  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_ Alt Phone Number (\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_ Occupation \_\_\_\_\_  
Employer \_\_\_\_\_ Are you applying to volunteer with anyone else? Yes No  
If yes, name of co-volunteer (Needed if volunteer is under 18. Co-volunteer must be over 18)  
\_\_\_\_\_ - Phone Number (\_\_\_\_) \_\_\_\_\_

## EMERGENCY & MEDICAL (If Under 18 Must be Parent or Guardian)

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Primary Phone Number (\_\_\_\_) \_\_\_\_\_ Secondary (\_\_\_\_) \_\_\_\_\_  
Do you have any allergies that we should be aware of? If yes, please list. \_\_\_\_\_  
\_\_\_\_\_

Will you require any accommodations? If yes, please list and we will do our best to accommodate requests \_\_\_\_\_

## SKILLS

Please list and describe any general, fundraising, clerical, mechanical, carpentry, or other skills that you have. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What volunteer position(s) are you interested in? Please see attached list for descriptions of each position. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AVAILABILITY**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

**ACKNOWLEDGEMENT**

I agree to my photograph being utilized for Elmore SPCA publicity, including but not limited to website, Facebook, newsletters, and/or any other publications or newspaper submissions to further Elmore's activities and mission: Yes No

I, \_\_\_\_\_ understand that by signing this application I am aware:

- That animals are different from human beings.
- That animal's responses to human actions can be unpredictable
- That even though rare, animals can carry diseases that can infect humans
- That volunteer work at Elmore SPCA or at off-site events can pose a potential risk of serious injury
- That I volunteer at my own risk
- I agree to consent to a Background Screening
- If under 18 must be accompanied by an adult (18 years or older)

With this knowledge, I agree to waive any and all rights I or my family may have to make a claim against the Elmore SPCA, Inc., its employees, board members, or officers, arising from any exposures, damages, injury or death I sustain while participating in any of the volunteer activities or duties of the Elmore SPCA. I waive these rights knowingly and voluntarily.

I, \_\_\_\_\_ understand that by signing this Volunteer Application, I am verifying that the above information is true and accurate to my knowledge. I understand that the completion of this application does not guarantee me a volunteer position with Elmore SPCA. That if selected, I am volunteering my services and will not receive any compensation, monetary or otherwise, for said services.

_____	_____
Volunteer Signature	Date
_____	_____
Signature of Parent or Guardian	Date



# Volunteer Opportunities

## Adoption Days:

- Help transport animals
- Help set up event
- Customer Service.
- Clean up
- Animal Handler

## Building and Grounds Maintenance:

- Minor repairs
- Minor carpentry
- Mowing
- Weeding
- Raking
- Misc. Tasks for upkeep

## Canine Companion:

(16+, under 18, adult supervision required)

- Quality time with dogs
- Socializing
- Exercising
- Target training
- Misc. other tasks

## Clean up team:

- Sweeping
- Washing windows
- Washing walls
- Washing dishes • Laundry
- Misc. other tasks

## Rescued Treasures:

- Openers/closers
- Customer Service
- Misc. Store tasks

## Dog Walker:

- Exercise
- Socialize
- Basic training
- Misc. Tasks

## Feline Friend:

- General care of cats
- Feeding
- Watering
- Grooming
- Socializing

## Fundraising:

- Set up/break down
- Customer service
- P.R.
- Obtaining sponsors/donors
- Misc. other tasks

## Clerical

- Grant writers
- Help with donation acknowledgements
- Various office needs
- Marketing

## Misc. Opportunities:

- Transport Drivers (21 years of age)
- Photographers
- If you have a special skill let us know, we might be able to put it to good use!