

School Hours volunteering

at the Humane Society of the Black Hills

The Humane Society of the Black Hills is a non-profit organization that has worked with the community to provide care for lost, homeless, forgotten, and abused animals for the past 50 years. As an open-door shelter, each year nearly 5,000 stray and unwanted animals are cared for at the Humane Society.

School Hours Volunteer Information

The Humane Society of the Black Hills tries to accommodate volunteers' hours available/needed and abilities which has led to the introduction of the Student Hours volunteer arrangement. Many students in the Rapid City area need a limited number of volunteer hours for a school requirement and don't plan on long-term volunteering at the Humane Society.

Because of that, many students will benefit from the School Hours volunteer program that:

- Doesn't require registration for and attending volunteer orientation; or,
- Scheduling a time to get school-required volunteer hours.

Simply, volunteering for School Hours allows a student to get his or her needed volunteer time and help with essential services at the Humane Society of the Black Hills. Students, of course, needing limited volunteer hours are still welcome to register for an orientation and obtain their hours in the traditional volunteer program.

Age Requirement (parent's signature required for all students under 18 years of age)

- 16 and under: Youth under the age of 16 can do limited duties but cannot handle animals.
- 16 and older: Ages 16 and older may work with animals if instructed by kennel staff.

Hours of Operation for School Hours volunteering

Monday – Friday: 11 a.m. to 5:15 p.m.

Saturday: Noon to 4:15 p.m.

Sunday: Noon to 4:15 p.m.

Procedures

- Enter through the main doors, if locked, enter through the receiving door (far left).
- Desk staff will retrieve your sign in sheet. Indicate you are getting School Hours.
- School Hours Volunteers will report to the Kennel Staff Team Leader after signing in at the front desk. The Kennel Staff Team Leader will have volunteer needs for the day.
- Purple vest must be worn at all times.
- Volunteer for as long as you'd like; sign out with desk staff when you leave.

Policies and Guidelines

The following policies are in place to protect volunteers and the animals. If you break policy you may be asked to leave by staff.

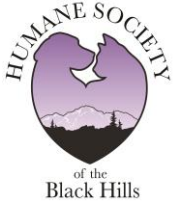
- Report accidents, spills, bites, scratches etc. – anything that breaks the skin - to a staff member immediately.
- Do not enter restricted areas. If you're not sure, ask.
- Do not remove a cat or dog from its kennel for a customer. Direct customers to the front desk.
- Do not take photos or videos of stray animals. We encourage sharing photos of those up for adoption, however!
- School Hours volunteers are not permitted to handle any animal unless directed by a staff member.
- Some of the duties School Hours Volunteers perform include:
Dishes/fold laundry/remove feces from walking areas/clean and store kennels/sweep/inventory donations/clean
- School Hours Volunteers must have a parent's signature on the application form.
- School Hours Volunteers 16 years of age or older may be trained to handle dogs on the adoption floor.
- School Hours Volunteers under the age of 16 participating in this program will not be allowed to handle any animals.

Questions/More Information

Jerry Steinley, Resource Development Director

(605) 341-3217

volunteer@hsbh.org



Date: ____ / ____ / ____

School Hours volunteer contact information

SH

Last Name

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone/Cell: _____ Email: _____

Are you under 18 years of age? ___Yes ___No Birth Date: _____ Age: _____

First

(Under 18 parent's signature is required)

School Requiring Hours: _____ Hours required: _____

Instructor/Clergy Name: _____

(This page to Volunteer Coordinator)

School Hours Volunteers will report to the Kennel Staff Team Leader after signing in at the front desk. The Kennel Staff Team Leader will have volunteer needs for the day.

School Hours Volunteers are not permitted to handle any animal unless receiving instructions and directed by a staff member or attending the formal volunteer orientation.

School Hours Volunteers will wear a purple vest at all times.

Some of the duties School Hours Volunteers perform include:

Dishes/fold laundry/remove feces from walking areas/clean and store kennels/sweep/inventory donations/clean

School Hours volunteers must have a parent's signature on the application form.

School Hours volunteers 16 years of age or older may be trained to handle dogs on the adoption floor.

School Hours volunteers under the age of 16 participating in this program will not be allowed to handle any animals.

The Humane Society of the Black Hills would invite School Hours volunteers to volunteer after their school requirements are met. If interested, contact the volunteer coordinator at volunteer@hsbh.org for more information.



School Volunteer Agreement & Release of Liability

I acknowledge that I have voluntarily applied to assist the Humane Society of the Black Hills. I am aware of the Humane Society of the Black Hills' dedication to the moral and ethical treatment of all animals, and will act in accordance with these values in my capacity as a School Hours volunteer.

I certify that I will abide by the rules and policies set forth by kennel staff, including but not limited to:

- Safety precautions;
- Volunteer vest use;
- Immediate reporting of all accidents, injuries or incidents; and
- Respectful notice of restricted or quarantined areas unless under the direct supervision of a staff member.

It is recommended that all volunteers have an up-to-date tetanus vaccine, in the event that you are bitten or scratched. Tetanus vaccines need to be updated every 10 years and may be obtained by a physician at your own expense.

I understand as a School Hours volunteer that I will not be paid for my services, that I will not be covered by any medical or other insurance coverage, including automobile liability coverage, and that I will not be eligible for any Workers Compensation benefits. I, the volunteer, understand that I am responsible for my own insurance coverage in the event of personal injury, accident, or illness as a result of my services to the Humane Society of the Black Hills.

I understand that the behavior of domestic animals is at times unpredictable and that some animals are capable of inflicting property damage, serious personal injury, and even death. I recognize and accept on my own behalf all risks associated with the handling of potentially unpredictable animal behavior. I specifically assume all risks arising out of or relating to the care and handling of the Animals. I recognize that the Humane Society of the Black Hills makes no representations whatsoever as to the past history of the Animals and whether or not they are safe Animals.

In consideration of the opportunity afforded me by the Humane Society of the Black Hills to participate in activities and provide services, I hereby agree that I, my assignees, heirs, guardians, and legal representatives fully and forever release the Humane Society of the Black Hills or any of its affiliated organizations, employees, agents, contractors, volunteers, officers, or directors collectively or individually, from any and all claims, actions, causes of action, remedies and complaints of any kind which I have or may in the future have, whether known or unknown, arising out of or relating to the animals or to my volunteer work, including all claims for personal injury, paralysis, wrongful death, and property damage.

If the School Hours volunteer is under the age of 18, a parent or guardian must also sign this form indicating an acknowledgement of the risks and responsibility the volunteer and/or parent/guardian assumes.

I have carefully read this agreement and fully understand its content. I am aware that this is a release of liability and a contract between myself and the Humane Society of the Black Hills, and I sign it of my own free will.

Printed Name

School Hours volunteer Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Emergency Contact:
Name: _____

Phone Number: _____ - _____ - _____

(This page to Volunteer Coordinator)