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Animal Care and Adoption Center (ACAC) Youth Volunteer Learning Program HELP-Humane Enrichment Learning Program

The mission of **HELP** is to give hands-on experience with the environment of shelter animals while learning an awareness of humane issues.

For	young pe	ople who lo	ease check all that apply to your need ove animals and wish to improve their g to make a difference in their commo to fulfill community service hours as p	quality of life. unity.	youth, o	school program.		
Applicant: I am apply	=	e Humane	Enrichment Learning Program (HELP)	and I am betwe	een the ag	ges of 15-17.		
	Date of Application:							
Name:								
Age:			Date of Birth:					
Address:								
			City		State	Zip		
Emergenc	y Contact	: Name:		Phone #				
Home Phone #			Alternative Phone #					
School				Email Address				
Should we	need to c	ontact you,	when is the best day and time to call	you?				

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	Please answer the following questions:							
2-	 1- Do you have any pets in your household now? Yes No 2- If you answered yes, please complete below (list each pet separately): 							
Dog	Cat	Other	Age	Spayed/Neutered?	Dog-Breed?	Cat- Kept Inside, Outside or Both?		
3- W	/hat expe	erience have	you had	with animals that woul	d be helpful in our s	helter?		
4- P	ease list	any other sk	ills or res	ources vou mav have tl	nat mav benefit HEL	P and/or that may aid in your		
		th this progr			,			
The V	'irginia B	each Anima	Care an	d Adoption Center (A	CAC) is an open adr	mission shelter, meaning that the		
	•				·	nents. Euthanasia is a last resort		
				you accept the fact th t this decision is up to		ill not survive or may have to be AC? Yes No		

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I am willing to volunteer for the following activities: (Check all that apply) Dog Walker: Assist in the socialization of dogs available for adoption by walking them in a specified area. Volunteers are encouraged to interact with dogs by talking, brushing, and playful contact. **Kennel Assistant:** Assist caretakers with duties associated with animal care, such as cleaning cages, filling water bowls, and taking animals out of cages to visit with potential adopters. This job also includes routine maintenance, such as laundry, washing food pans, sweeping, etc. **Grooming Assistant:** Assist caretakers with the grooming of animals at the shelter. Duties include brushing and/or bathing animals, clipping nails and other tasks related to the upkeep of an animal. **Cat Socialization:** Assist in the socialization of cats available for adoption by handling, brushing, speaking softly, and playful contact. Duties also include spot cleaning cages, replacing water, and cleaning litter boxes throughout the day. Small Mammal Assistant: Assist caretakers with duties associated with rabbits, guinea pigs, hamsters, and other small mammals. Duties include spot cleaning cages, replenishing water and hay and sweeping around cages. Volunteer also interacts with the public and must have prior experience with small mammals. Front Office Assistant: Assist the front office staff with such duties as answering phones, filing animal records, and assisting citizens at the counter with questions regarding adoption policies and other animal issues. Events/Tours Assistant: Assist the Volunteer Services Coordinator with guided tours of the Shelter. Duties include providing groups of all ages and numbers with detailed information about the Animal Care and Adoption Center, as well as acting as a representative of ACAC at public events. Volunteers with extroverted personalities are preferred. Adoption Counselor: Assist in the adoption counseling process. Duties include reviewing personality profiles of animals in the Shelter and providing input to the

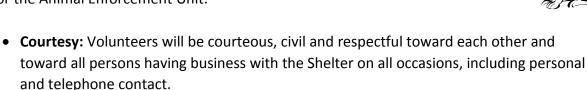
animal. Must have good communication skills.

with the goal of properly matching a citizen with a specific

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General Conduct

Volunteers shall be governed by the ordinary and reasonable rules of good conduct and behavior, and as such, will not commit any act that would bring reproach or discredit upon the Virginia Beach Animal Care and Adoption Center or the Animal Enforcement Unit.



- Language: Volunteers will not use inappropriate or insolent language to any employee, volunteer, or visitor of the Shelter.
- Honesty: Volunteers will be honest in their dealings with the public and with those involved with the Virginia Beach Animal Care and Adoption Center or the Animal Enforcement Unit.

Reasons for Termination of Agreement

- Cruelty to any animal.
- Gross insubordination, which is the outright refusal to follow directions or obey legitimate orders of supervisors.
- Failure to follow procedures.
- Failure to report problems that may be detrimental to the Virginia Beach Animal Care and Adoption Center or the Animal Enforcement Unit.
- Willful abuse of the building or equipment.
- Threats, intimidation, coercion or interference with employees or volunteers.
- Incompetence or inefficiency where the welfare of an animal, volunteer, staff member, or member of the public is jeopardized.
- Use, sale, and/or purchase of drugs or alcohol.
- Theft or other dishonest acts.
- Failure to report accidents, conflicts or injuries.
- Failure to adhere to privacy policies.



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<u>Parental or Guardian Authorization</u> (Retained by ACAC)

Name of Parent or G	Guardian:				
Address:		-			
			City	State	Zip
Home Phone #			Alternative Ph	one#	
Emergency Contact (name & relation):			Home Ph Alternative Ph		
permission to volu	nteer with	, hereby give he Virginia Beach Animal Canimals, and assume all risks	re and Adoption Co		and that my chil
animal involved, to	test for ral	y be exposed to a scratch or lies. I agree to indemnify and es and officials from and ag n this program.	hold harmless the	City of Virginia	Beach, its agent
By signing below, I	am certifyi	ng that I am a person lawfully	authorized to exec	cute this docum	ent.
Signature of Parent/C	Guardian		Date		
		Photographic Rele	ase Approval		
assignees, the right to this document). The	o use all ph nese photos	nission to the Virginia Beach otos, videos, and/or audio c, videos, and/or audio clips r web sites, showcase of act	Animal Care and A lips taken of the ch nay be used for pro	ild named below motional broch	w (and on page ures, promotior
By signing below, I al:	so certify th	at I am a person lawfully aut	horized to grant su	ch permission	
Name of Child:					
Address of Child:					
Address of Parent/Gu	ıardian:				
Signature of Parent/0	Guardian:		Date:		