



Pennsylvania Society for the Prevention of Cruelty to Animals
www.pspca.org

Dear Volunteer Applicant,

On behalf of the Pennsylvania SPCA staff and animals, thank you for your interest in our volunteer program. Your time and dedication help enrich and save the lives of homeless animals.

Steps to becoming a PSPCA volunteer:

- 1.) Complete and return the application. The application may be emailed to volunteers@pspca.org, faxed to 215-426-4517 or dropped off at or mailed to: **PSPCA Volunteer Department, 350 E. Erie Ave. Philadelphia, PA 19134. **Volunteers between 16 and 18 years of age, cannot send applications through email as it requires the signature of a parent or guardian****
- 2.) Reserve a spot at an orientation. Orientation dates and times are listed on our website at www.pspca.org. You must contact the Volunteer Coordinator, Stacey Plattenberger to confirm the date.
- 3.) Attend the orientation of your choice. Please be on time as the door will be locked at 10 minutes after and you may be asked to choose another date. You must bring a \$10.00 check, money order or cash to the orientation if you have not mailed the money in with your application. This processing fee will include a PSPCA volunteer manual, training, and T-shirt as well as discounts at our animal clinic, after a certain number of hours have been fulfilled. At the orientation you must sign an agreement.
- 4.) After you attend an orientation, set up an appointment for additional training. Initial training is generally 30 minutes in length, with some positions requiring extensive training.

Note: All volunteering and training is in association with the Erie Avenue location only. We are separate from other SPCAs in the area.

Please contact me at:

Stacey Plattenberger
Volunteer Coordinator
Pennsylvania SPCA
350 E. Erie Ave.
Philadelphia, PA 19134
215.426.6304 ext. 244
volunteers@pspca.org or splattenberger@pspca.org
www.pspca.org

Thank you and we look forward to working with you to help enrich the lives of homeless animals.



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Please mail or drop off at: 350 E. Erie Ave. Philadelphia, PA 19134 (215) 426-6304 Ext. 244

PSPCA VOLUNTEER APPLICATION

Name: _____ Age: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Address: _____ Zip _____

Emergency Contact: Name _____

Relation: _____ Phone numbers: _____

Referred by (please indicate if you are related to any PSPCA volunteer or employee): _____

Occupation: _____

Employer: _____

Can you commit to volunteering an average of 8 hours a month for at least 6 months? Yes ___ No ___

Do you have any mental or physical issues that would require special accommodations? Yes ___ No ___

If yes, please specify needed accommodations _____

Have you been convicted of a crime? Yes ___ No ___

Is this a court related or school community service requirement? Yes ___ No ___

If yes, how many hours are required? _____ By what date? _____

Have you ever been turned down for employment by the PSPCA? Yes ___ No ___

If yes, Why? _____

Are you a member of any other animal welfare organization? Yes ___ No ___

If yes, which one and how do you participate? _____

Have you done volunteer work? Yes ___ No ___

If yes, where and what were you responsibilities? _____

Are you fluent in any language other than English? If yes, please specify _____

Highest level of education completed _____ Major _____

PLACEMENT: (The PSPCA needs volunteers in several areas. Please number your interests with 1 being the most interested). Each position requires at least a 30 minute training, while some require long term training.

- Shelter Adoptions _____
- Public Relations _____
- Dog Walking _____
- Photography _____
- Clerical/Front Office _____
- Foster Care _____
- Feral Neuter Clinic _____
- Bathing/Grooming _____
- Fund Raising _____
- Kong (food dispensing toy) Making/Distribution _____
- Cleaning _____
- Adoption and Special Events (outside of shelter) _____

Please fill in the number of hours and days you are available to volunteer.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Why do you want to be a volunteer at the PSPCA specifically? _____

Please list any experience you have working with animals? _____

Please list any skills you feel could benefit the PSPCA: _____

Although we make every effort to place each animal in a forever home, there are instances when an animal is unadoptable and is euthanized (put to sleep). How do you feel about this? _____

What companion animals do you currently have? _____

Are they neutered or spayed? Yes ____ No ____ If not, please explain why not

Personal References:

Name: _____

Relation: _____ Phone: _____

Name: _____

Relation: _____ Phone: _____



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PSPCA VOLUNTEER AGREEMENT

In consideration of my opportunity to volunteer with the Pennsylvania SPCA, I agree to all of the following terms and conditions, intending them to be legally binding.

- 1.) I understand and accept that the PSPCA may refuse my volunteer application for any reason.
- 2.) I authorize the PSPCA to investigate all statements contained in my volunteer application.
- 3.) I understand that misrepresentation or omission of facts is cause for dismissal.
- 4.) I fully understand and agree that my services are provided strictly in a volunteer capacity without any expressed or implied promise of salary or payment of any kind; employee benefits (such as employee health insurance); or eventual employment by the PSPCA.
- 5.) I understand that working with animals, as well as other duties I may perform at the PSPCA, carry the risk of injury (such as animal bites, scratches, or accidents); illness; and damage to my personal property.
- 6.) I declare that I am assuming all risk of injury -- physical, emotional or otherwise -- and that I hold the PSPCA, including, but not limit to, its board of directors, employees, and agents, harmless for any injury or illness that may befall me during the course of my volunteer work for the PSPCA, other than that caused by the gross negligence of the PSPCA.
- 7.) I authorize the PSPCA to seek emergency medical treatment in case of accident, injury or illness. I hold the PSPCA, including, but not limit to, its board of directors, employees, and agents, harmless for any injury or illness arising from such emergency treatment other than that caused by the gross negligence of the PSPCA.
- 8.) I agree to familiarize myself with and abide by all PSPCA policies and procedures as presented to me during orientation, during additional trainings, and in written materials provided to me by the PSPCA.
- 9.) I agree and accept that any and all photographs and/or video taken at the PSPCA are the property of the PSPCA and cannot be used without the permission of the current Chief Executive Officer of the PSPCA.
- 10.) I agree to redirect all media requests to the Director of Public Relations or a Supervisor. The term "media" includes all TV, radio, print, film, video, Internet, or other outlets; as well as reporters, producers, photojournalists, filmmakers, and anyone else associated with these media.
- 11.) I agree to treat all employees, volunteers, customers, and other persons with respect and agree to report any communication problems to a Supervisor or the Volunteer Coordinator.
- 12.) I agree to treat all animals under PSPCA's care ethically and with the high standards expected by the PSPCA.

- 13.) I understand that certain information I may obtain as a volunteer at the PSPCA is confidential, such as information about former owners of animals, adopters of animals, animals housed at the shelter, employees or volunteers. I agree not to release such confidential information to anyone (including former owners of animals, adopters of animals, employees, other volunteers, and media), unless a Supervisor has approved divulging such information.
- 14.) I agree not to use the PSPCA's telephones, email, Internet connections, computers, documents, or other items or means of communication for any inappropriate purpose, such as (a) Profanity or Vulgarity, including acronyms; (b) Sexual Content; (c) Illegal Activities, including drugs; (d) Trademark, Copyright, or Patent Violations; (e) Hate, such as racial, gender, sexual orientation, nationality, or religious slurs; (f) Disruptive, Offensive, or Provocative Content, including controversial political or religious topics; (f) Slander and Libel; (g) Solicitation for Commercial Ventures; or (h) Spamming.
- 15.) I agree not to serve as a PSPCA volunteer while under the influence of alcohol, illegal drugs, or any other substance that would interfere with my ability to work safely and effectively. I will not possess, use, or sell illegal drugs or other illegal substances; alcohol; and firearms or weapons of any kind in the buildings and grounds of the PSPCA or at PSPCA functions.
- 16.) I understand the PSPCA may terminate my volunteer services at any time and without notice for violating the terms of this agreement or for any other reason.

I have read this entire agreement, understand its provisions, and agree to be bound by its terms.

Volunteer Signature: _____ Date: _____

Volunteer Name: _____ [Please Print]

IF THE VOLUNTEER IS UNDER 18, A PARENT OR GUARDIAN MUST SIGN BELOW:

I, _____ (Print Name), am the parent or legal guardian of the volunteer; have read and fully understand this entire Volunteer Agreement; agree to all of its terms and conditions; and give permission for my child or ward _____ (Print Child's Name) to volunteer at the Pennsylvania SPCA.

Parent/Guardian _____ [Sign] Date: _____

Thank you for your interest in the volunteer program at PSPCA!