



Spring Break 2017 Critter Camp Junior Volunteer Application April 3rd-April 7th, April 10th-14th, and April 17th-21st

Thanks to Education Volunteers, Helen Woodward Animal Center helps both people and animals by educating children about pet responsibility. The Junior Volunteer program is both fun and hard work. Volunteers must be mature, dependable, be able to follow directions, work independently, and display introductory leadership and teamwork skills. The most successful volunteers are committed, enthusiastic and experienced with children. Volunteers should have some previous experience working with children and a desire to work with Pre K – 6th grades.

Volunteer shifts are from **8:00-3:30, Monday – Friday** and volunteers must be available from 8:00-3:30pm each day they volunteer. We also have a few **extended care shifts**, which are from **9:00-5:00**. We cannot accommodate partial volunteer days. This is a smaller camp; therefore, we have more flexibility with scheduling volunteer shifts. It would be great if you are available all five camp days. If that is not a possibility, any day(s) you are available is fine, for this camp only. (Summer camp requires a week-long commitment.)

***Applicants must be in 9th – 12th grade as of Fall of 2016.** Applicants 18 or over will need to submit fingerprints prior to volunteering with children.*

It is important to understand that the **volunteer's job is working with children (not animals)**. Volunteers do prep work before and after class, clean up, assist with managing children's behavior, and supervise lunch & play time. Volunteers help the teacher with animal lessons, art, and games. **Volunteers will be working around animals but not directly handling them.** You can get a letter for verification of hours for Community Service – Just e-mail Laurie for it.

Volunteers must fill out the attached application and **return to Laurie Doyle, Volunteer Coordinator**. Applications can be faxed to 858-756-0605, or emailed to lauried@animalcenter.org. ***You are not guaranteed a spot as a volunteer until the application has been received and you have been contacted via email or phone to confirm your assignment.*** If you do not receive confirmation within three days of submitting your application, please contact Laurie at 858-756-4117 ext. 370.

We will schedule a **mandatory training session for NEW volunteers** on **Monday April 3rd, April 10th, and April 17th from 7am – 8am**, where you will receive a Volunteer T-Shirt. Past volunteers may wear the red Critter Camp Volunteer Shirt. If you do not have one, we will provide you with one.

***This application is for Spring Break Critter Camp only. Summer Critter Camp requires a separate application process. Please see the Center website for Summer Junior Volunteer Applications- www.animalcenter.org**

Helen Woodward Animal Center

Application for Spring Break 2017 Camp Education Junior Volunteer

Print CLEARLY in blue or black ink:

Name: _____ **Age:** _____ **Grade:** _____

Address: _____ **City/Zip:** _____

Home Phone: (_____) _____ **Cell Phone:**(_____) _____

JV Email: _____ **ParentEmail:** _____

Volunteer Status: New · Returning ·· **T-shirt (adult sizing):** S ··M ··L ··XL ·

Junior Volunteer Orientation (mandatory for new Critter Camp volunteers):

- Monday, April 3, 2017
7:00am – 8:00am **** Please be on time****
- Monday, April 10, 2017
7:00am – 8:00am **** Please be on time ****
- Monday, April 17, 2017
7:00am – 8:00am **** Please be on time ****

Volunteer Workdays: (You must be available from 8:00am – 3:30pm, or 9:00-5:00 for extended care)

- Monday, April 3, 2017
- Tuesday, April 4, 2017
- Wednesday, April 5, 2017
- Thursday, April 6, 2017
- Friday, April 7, 2017
- Monday, April 10, 2017
- Tuesday, April 11, 2017
- Wednesday, April 12, 2017
- Thursday, April 13, 2017
- Friday, April 14, 2017
- Monday, April 17, 2017
- Tuesday, April 18, 2017
- Wednesday, April 19, 2017
- Thursday, April 20, 2017
- Friday, April 21, 2017

Describe your experience working with children:

What ages are you comfortable working with?

What do you hope to get out of this experience?

__ Please submit application **and** release form to Laurie Doyle, Volunteer Coordinator.
Completed forms can be faxed, mailed, or dropped off in person. Fax #: 858-756-0605
Mailing Address: PO Box 64, Rancho Santa Fe, CA 92067, Attn: Laurie Doyle

Or, call 858-756-4117 ext. 370* This application is for Spring Break Critter Camp only. Summer Critter Camp is a separate application process that begins in January 2017

2017 Spring Critter Camp Junior Volunteer Release Form

Name: _____

Parent or guardian's email: _____

Junior volunteer's email: _____

Address: _____ City _____, Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

For those under 18 years: Age: _____ DOB: _____

Parent/Guardian Name: _____ Phone: (_____) _____

Emergency Contact Name: _____ **Phone:(_____)** _____

- Tetanus Information: I understand that because I or my child (if applicant is under 18) may handle animals, it is important to discuss the tetanus vaccine with my physician. I release Helen Woodward Animal Center from all responsibility that may occur because of my not pursuing this matter further and I understand whatever decision I make is at my own risk. I have read, understand and agree to the above tetanus information.
- In the event of an emergency, I hereby give the Helen Woodward Animal Center permission to seek medical attention for myself or my child (if applicant is under 18).
- I acknowledge that I, as a volunteer of Helen Woodward Animal Center, do not have permission to take photographs or video of any privately owned animals at the Center.
- I give permission for the Helen Woodward Animal Center to photograph me or my child for use in any Center publication, educational, or advertising purposes the Center may designate.
- I acknowledge and understand that as a volunteer of the Helen Woodward Animal Center, I, or my child (if applicant is under 18) am not covered by the Helen Woodward Animal Center's workers compensation or any other insurance policy for any damages or injuries I, or my child, may sustain during volunteer activities.
- I understand that participating in Helen Woodward Animal Center's activities involves the risk of injury to [me] [or] [to my child under 18 years of age], whether [I] [or] [my child under 18 years of age] or someone else causes it. Specific risks vary from one activity to another, and the risks range from minor injuries to major injuries, including catastrophic injuries. In consideration of [my] [or] [my child under 18 years of age] participation in the activities offered by Helen Woodward Animal Center, I, for [myself] [or] [on behalf of my child under 18 years of age] understand and voluntarily accept the risks and agree that Helen Woodward Animal Center, its officers, directors, employees, volunteers, agents and independent contractors, will not be liable for any injury, including without limitation, any personal, bodily or mental injury, any economic loss or any damage to [me] [or] [my child under 18 years of age] resulting from any negligence of Helen Woodward Animal Center or anyone acting on Helen Woodward Animal Center's behalf.
- By signing below, I acknowledge and agree that I have read the statement above, understand the nature of the activities and risks, and agree to the terms.

Volunteer, or if under 18 years, parent or guardian Signature _____

Date _____

Considering that many of the positions at HWAC require dealing with animals, serving the public, working outdoors and lifting up to 25 lbs., are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? Yes • No •

If no, describe the functions that cannot be performed and what accommodations are required:

Please list any medical considerations (allergies, medical conditions, physical limitations, medications, etc.) or any special accommodations we can make to insure a safe and enjoyable volunteer experience.

Have you ever been convicted of a criminal offense? Yes • No •

If yes, please explain. Applicant may omit any convictions for the possession of marijuana that are more than two(2) years old, and any information concerning a referral to, and participation in, any pretrial or post trial diversion program (Note: no applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date, circumstances and relevance to the position applied for may, however, be considered.):

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I have read, understand and agree to the above information. I certify that the information provided here is accurate and complete. I authorize reference and employment verification and background checks as necessary for specific positions.

Parent or Guardian Signature _____ **Date** _____

Volunteer Signature _____ **Date** _____

Mail to: Laurie Doyle - Volunteer Coordinator, Helen Woodward Animal Center, PO Box 64, Rancho Santa Fe, CA 92067 **Email to:** lauried@animalcenter.org **Fax To:** (858) 756-0605 Attn: Laurie Doyle