



Please submit application to:
523 S. Chestnut St., PO Box 112, La Crescent, MN 55947
or email info@lacscentanimalrescue.com

Volunteer Application

LAR welcomes volunteers aged 10-16, but they must be accompanied by a parent or a legal guardian at all times and must volunteer only during regular shelter business hours.

NAME: _____ Birthdate: _____ Home Phone: _____

Cell Phone: _____ Best time to call: _____ Email: _____

Do you have a Driver's license: yes no If yes: what state _____

Emergency Contact/relationship: _____ Emergency Contact phone: _____

Previous Volunteer Experience: _____

Reference (non-relative) Name and phone: _____

NOTE: If you are volunteering for school and/or organization credit, we ask that you inform us of this before beginning your volunteer work. If this is for school/organization credit; you are responsible for keeping track of your volunteered hours as you complete them.

MINOR LIABILITY WAIVER:

I [_____], the parent of [_____], do hereby give permission for my minor child to volunteer at LAR. I understand that my child will be working with and around animals and maybe asked to do physical labor such as sweeping, mopping, cleaning, and will be walking dogs and handling cats, kittens, and puppies. I hereby knowingly, freely, and voluntarily waive any right or cause of action of any kind what so ever arising as a result of such activity from which, and liability may or could accrue, against LAR or its agents or volunteers jointly or individually.

Parent's Signature: _____ Date: _____

Parent's name
printed: _____

ADULT LIABILITY WAIVER:

I [_____], hereby understand that I will be working with and around animals and maybe asked to do physical labor such as sweeping, mopping, cleaning, and will be walking dogs and handling cats, kittens, and puppies. I hereby knowingly, freely, and voluntarily waive any right or cause of action of any kind what so ever arising as a result of such activity from which, and liability may or could accrue, against LAR or its agents or volunteers jointly or individually.

PRINT NAME: _____ Date: _____

CODE OF CONDUCT (attached please take with you): Please sign below that you have received a copy of LAR Code of Conduct and you are in agreement to honor it:

Signature _____ Date: _____



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What areas are you interested in Volunteering for?

OFFICE

☐ Clerical (Greeter, Filing, Data Entry)

FUNDRAISING

☐ Fundraising Committee

☐ Volunteer at Fundraiser Events

GENERAL

☐ Laundry

☐ Dishes

☐ Cleaning Lobby / Bathroom

CAT VOLUNTEER

☐ Socialization

☐ Room Cleaning

☐ Fostering

☐ Feeding and Watering

☐ Transportation (to Vet Clinic)

☐ Adoption Day Events

DOG VOLUNTEER

☐ Walking/Feeding

☐ Room Cleaning

☐ Fostering

☐ Transportation (to Vet Clinic)

SPECIAL SKILLS

☐ Certified Dog Assessor

☐ Grant Writer

☐ Computer Programming

☐ Website Maintenance

☐ Financial Advisor

☐ Animal Groomer

☐ Veterinarian

☐ Vet Tech

☐ Nurse/Doctor



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La Crescent Animal Rescue Code of Conduct for Volunteers

The La Crescent Animal Rescue (LAR) exists to provide a clean and safe environment for stray and surrendered animals, and to place animals in well-matched permanent and/or foster homes. LAR relies on volunteers to make these goals happen. Every volunteer is a representative of LAR. We need to be conscious of how our conduct influences animal well-being, and the community's perception of LAR.

The following Code of Conduct is to be followed by all who volunteer at LAR, in any and every capacity, both inside and outside the facility.

1. **Everyone is entitled to respect.** Our volunteers have many different personalities and ideas. LAR volunteers should respect shelter operations and policies, as well as other volunteers. Treat others the way you want to be treated. Examples of conduct to be avoided include (but are not limited to):
Criticisms of LAR, its policies and volunteers, veterinary clinics or medical professionals in public settings or social media such as LAR's Facebook page (FB)
Inappropriate language (e.g., profanity) on LAR FB or other public-facing venue reflecting LAR's community identity
Postings of personal opinion that do not reflect LAR policy in public-facing venues such as LAR FB; such comments could be construed as LAR policy or as critique of LAR policy
Widely distributed emails that are hostile, disrespectful, or critical of another volunteer
Forwarding an email critical of another volunteer to that volunteer
2. **Confidentiality is crucial.** Work seen and heard at the shelter does not need to be shared outside LAR. This includes talking about illnesses, plans, or ideas being considered. We are not trying to hide anything; we are simply operating professionally.
3. **Professionalism matters.** Those who come to LAR looking for a new pet companion should be treated as customers. Keep in mind how you would like to be treated when you are the customer.
4. **Be reliable.** If you volunteer for a specific task on a specific day, please honor your commitment. If unable to perform your duties as planned, please find someone to take your place, as far in advance as possible. If you are unable to find a substitute, please call the shelter and email the volunteers who coordinate or also perform this task. Animals need to be fed, watered, dosed with medications, and/or walked more than once a day. Desk hours are when we commit to be open to the public, and are also vital. If LAR is closed during open hours because the desk volunteer did not show up, disappointed visitors may never return, and will speak poorly of LAR. Failure to appear when scheduled for any duty harms LAR: the animals and the organization.
5. **Leave medical decisions to veterinary professionals.** Volunteers must follow veterinary recommendations and prescriptions made for LAR animals. Volunteers may not dose animals with prescription medications not prescribed for the animal or make their own judgments about what prescription medication an animal should receive. Volunteers should not skip a dose of prescribed medication unless the animal appears to be doing worse on the medication. In this situation, the prescribing vet should be contacted promptly to discuss the problem. Volunteers who dose animals must note every dose on the medical chart for that animal, with the volunteer's initials and date. This requirement applies for both prescription and non-prescription medications.



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6. Medical records stay at LAR. Every animal's full medical history must be documented in that animal's record. Original charts of medications with dates and volunteer initials, rabies tags, and all records of medical care by vets or at LAR must be retained in the animal's record. Animal records must be retained in the LAR building; copies should be made if records must be sent to a vet.

7. Follow LAR policies at all times. New volunteers need to learn and follow LAR's standard practices in a variety of areas. Failure to do so may violate the law, put animals and/or people at risk, or violate the contract LAR has with the City of La Crescent. Any of these violations could negatively affect LAR's ability to continue to operate. Examples of our policies include (but are not limited to) requiring an owner to present a current rabies tag when claiming a stray animal not permitting adoption or fostering of an animal known or suspected to have a transmissible disease, unless the receiving family has been fully informed of the disease and its risks for transmission to other animals and/or humans not permitting animals to leave with potential foster or adoptive parents before the foster or adoption application has been reviewed and approved by the appropriate volunteers not permitting young children to be in animal areas without an adult present

8. Confine activities to your areas of responsibility. Each volunteer will be trained for specific tasks. Volunteers must refrain from activities that are outside their individual areas of training and qualification. *Failure to follow this precaution puts animals and potentially volunteers at risk.* Examples include (but are not limited to): Entering the Isolation Room (ISO) when not trained in LAR's ISO practices

9. Limit broad communications to need-to-know information. Many of us have full and complex lives outside of LAR. Please limit your broad email distributions to medical or other need-to-know information or inquiries. For example, strictly humorous commentary or a personal response to another volunteer's email should have limited distribution. Think Before You Click Reply-To-All.

10. Keep the shelter secure. Volunteers should keep doors locked when they are in the building outside of open hours. *You are not required to open the door for a visitor outside of open hours.* Volunteers MUST re-lock ALL doors when leaving the building. Windows may be left open only during daylight hours, AND if the next volunteer scheduled to be in the building is notified and told to close the window.

In case of problems: Any volunteer who feels that a serious violation of the Code of Conduct has occurred should contact the chair of the committee that coordinates your volunteer activity or any Board of Directors member. These groups will be the decision-makers about the degree of seriousness of any violation, and will determine any "next steps" in response to serious or repeated violations. If you are believed to have violated the Code of Conduct, someone will contact you so you understand why your actions were in question. A record of the exchange will be kept for future reference. Repeated violations may result in a volunteer being removed from the shelter's volunteer list.

In All You Do, Please Remember: We are all here for the animals. They are the reason LAR exists. Keep their needs at the top of your mind in every decision you make, every email you send, and every action you take. Calibrate every choice by whether it truly provides *care for the animals*.

We are glad you have chosen to volunteer with LAR, and hope that the relationship proves to be mutually rewarding!