Mandy’s Whine and Bark

507 Edgewood Dr.

White Hall, IL 62092

217-371-0278

Thank you for your interest in volunteering at Mandy’s Whine and Bark and Animal Rescue. The time and attention that our volunteers spend with animals helps to keep the animals well-socialized and better able to present themselves when people come to visit our daycare, boarding, or looking for a pet to adopt a pet. This, in turn, helps animals find good homes. You will need to attend a one-on-one meeting with Mandy to review all material that is provided. IF YOU ARE UNDER THE AGE OF 16, YOU MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES DURING YOUR VOLUNTEER HOURS, which can be an employee of Mandy’s Whine and Bark. The adult(s) must also have a one-on-one meeting with Mandy that will be accompanying the child. A strict ratio of one adult to every two minors will be enforced. Volunteers must be at least 10 years of age. There will be NO exception to this rule. **If the child volunteering or adult supervising is determined to “abuse” the animals, the police will be notified and they cannot return on the premises. If the child is just not following the rules and does not want to work, parent/guardian will be notified and the child must be picked up immediately. They also cannot return to volunteer at Mandy’s Whine and Bark and Animal Rescue.** Volunteer meetings only when Mandy has the available time. Please wear appropriate, comfortable clothing and tennis shoes. NO FLIP FLOPS.

To register for a Volunteer meeting with Mandy, the following must be complete:

1. Complete Volunteer Application
2. We charge a one-time administrative fee of $25.00 to help us cover the cost of our volunteer program which includes one t-shirt. Fees are non-refundable. If you are supervising a child, the fee is waived and a t-shirt can be purchased separately.
3. The parent/guardian accompanying the child volunteering must also have the volunteer meeting with Mandy.

**Frequently asked Questions:**

**Can I bring home diseases or infections to my pets?**

We encourage all volunteers to keep their own pets up to date on all vaccinations. Using common sense “infection control” such as washing your hands thoroughly with antibacterial soap and water, or using hand sanitizer, at the daycare/boarding/shelter after handling each animal and before you go home, will help to protect you and the animals. Wearing old clothes and removing them on your return home gives an added protection.

**Will I get bitten or scratched?**

There is always the chance, when working with animals, that a scratch or bite may occur. Following our routine procedures for safe handling of animals will help to minimize this possibility. We strongly suggest that you only work with the animals you feel completely comfortable with.

**Must I commit to a minimum number of monthly hours to be eligible to volunteer at Mandy’s Whine and Bark?**

No- we encourage you to work us in your schedule. But please let Mandy know as soon as you know. We have to make sure that we have the need that day and not too many volunteers on same day.

**Mandy’s Whine & Bark and Animal Rescue**

**Volunteer Application**

**Date: \_\_\_\_\_\_\_\_\_\_\_**

**Please complete all the following sections:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age & DOB: (if under the age of 18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you affiliated with any animal related organizations? Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please indicate the organization below:

 Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How long have you been affiliated with this organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation:

Employers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of an Emergency, whom should we contact?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How is this person related to you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have pets of your own? Yes\_\_\_\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_\_\_\_

How many do you own? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What kind of animal(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever adopted from a shelter? If so, what shelter? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What kind of animal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you still have the animal? Yes\_\_\_\_\_\_\_\_\_\_\_\_No\_\_\_\_\_\_\_\_\_\_\_

If not, why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check the following that interest you the most:

\_\_\_\_\_\_\_\_\_\_\_\_Van driver (21 years or older)

\_\_\_\_\_\_\_\_\_\_\_\_ Carpentry or maintenance work-includes painting

\_\_\_\_\_\_\_\_\_\_\_\_ Dog walking \_\_\_\_\_\_\_\_\_Dog Brushing

\_\_\_\_\_\_\_\_\_\_\_\_Dog Washing \_\_\_\_\_\_\_\_\_playing in the daycare rooms

\_\_\_\_\_\_\_\_\_\_\_\_Cat cuddlers \_\_\_\_\_\_\_\_\_cleaning of kennels, cages, liter boxes, etc.

\_\_\_\_\_\_\_\_\_\_\_\_Foster Care-Dogs and/or cats

\_\_\_\_\_\_\_\_\_\_\_\_Marketing/fundraising

\_\_\_\_\_\_\_\_\_\_\_\_Animal Assisted therapy (nursing Home Visits)

\_\_\_\_\_\_\_\_\_\_\_other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe any experience you have had in handling animals. (Include any information that will help to indicate your interest and experience with animals. For example: what pets, if any do you have at home? Have you raised animals for 4-H or another service project? Trained animals professionally or as a hobby?

Mandy’s Whine and Bark

1. All volunteer applications must be approved by Mandy before their service may begin.
2. All volunteers are representatives of the organization and must adhere to all the guideline that have been presented to you.
3. Mandy’s Whine and Bark is not liable for any damage or theft to Volunteers property; personal property is the sole responsibility of the person to whom it belongs.
4. Mandy’s Whine and Bark is not liable for any personal injury, and or illness to Volunteers, Volunteer’s family, or anyone that may be accompanying them during their volunteer time.
5. Mandy’s Whine and Bark reserves the right to deny anyone at any time the right to volunteer for any reason.
6. Any expenses incurred while volunteering is considered a donation and will not be reimbursed. Any reimbursable costs must always be approved by Mandy before the expense has been incurred.

I agree to hold Mandy’s Whine and Bark harmless for any injurious act the animal(s) may commit. I have read and understand Mandy’s Whine and Bark rules and procedures, and I agree to abide by these rules and follow the procedures in which I have been instructed. I understand that any volunteer who violates the rules may be asked to leave.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (date)

**Junior Volunteer Consent**

**(**Under the age of 18- You must have parental consent to volunteer.) To be filled out by your parent/guardian.

My son/daughter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has my permission to participate in volunteering at Mandy’s Whine & Bark and Rescue. I understand that my son/daughter will be expected to abide by the rules and regulations, general guidelines, and responsibilities of the program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (date)

**FOR OFFICE USE ONLY**

Management Review: Approved: \_\_\_\_\_\_\_\_\_\_Not approved: \_\_\_\_\_\_\_\_\_\_\_\_\_ E.D. Signature

Meeting Date with Mandy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ T-shirt size: SM/MED/LG

**Volunteer Rules**

Failure to obey these rules will result in termination of volunteer status.

1. NO SMOKING is allowed in the building or within 15 feet of any exterior doors.
2. Volunteers cannot answer the telephone, or interfere with the administrative operations of the facility unless requested to do so by Mandy or next in charge.
3. Volunteers cannot feed or give treats to any of the animals without permission from Mandy or next in charge. Volunteers are permitted to eat at the shelter but must clean up after themselves immediately and not leave food or drinks on the desks, etc. Volunteers must provide own food and drinks.
4. Volunteers must clean up after themselves in the kitchen, daycare rooms, outside areas, etc.
5. Volunteers will not be allowed to have any keys to the facility and no property of Mandy’s Whine and Bark is to be taken home for any reason.

**Working with the animals:**

1. Prior to walking any dog, volunteers must first report to Mandy or next in charge and ask which dog they may take out. Be sure you know about any issues the dog may have, by checking the evaluation sheets up front and asking Mandy.
2. As with all behavior issues, if you’re having trouble getting a dog into or out of the kennel, ask Mandy for help; please use caution to prevent escapes.
3. Walk each dog with proper training collar or equipment; this includes a proper 6-foot leash. The kennels will be marked with special equipment needs if it’s not a normal training collar (choke chain) for example: prong harness, etc. If a dog must be walked with a prong collar you must use a prong collar to have continuity in the dogs training. If you don’t understand how to use a prong collar on the dog upon returning the dog to the kennel.
4. Always lead dogs out through front or back doors. Use caution bring a dog in/out going through doors to see if another volunteer has a dog on the other side to avoid altercations between dogs.
5. Do not venture too far from the facility on your walk & remember always pick up after the dog (plastic bags are available on your way out the doors)
6. Don’t allow dogs to pull, bite the leash, or jump on you. If you need help addressing these behaviors, ask for help. Don’t allow them to continue because bad behavior is reinforced if ignored or not properly addressed.
7. Volunteers must use caution when walking dogs in proximity of other dogs to prevent possible fights. (Dogs are not allowed to socialize/play with other dogs to prevent injuries)
8. It would be most beneficial for the dogs to be brushed after every walk. Working on any issues the dog may have (indicated on the evaluation sheet) such as fear of quick hand movements- or just basic obedience such as walk, sit, down stay-is also recommended.
9. Volunteers must ensure that dogs are placed back in the correct cage and that the cage is secure. And don’t forget to check off on the sheet handing outside of the kennel what time slot you walked the dog with your initial time out!
10. Try to walk other dogs; don’t attach yourself to just one dog. They all need exercise and help.
11. Volunteers are not allowed to exercise any quarantine animals, sick animals, animals with questionable temperaments, animals with “do not touch” signs on their cages, or any animal that the Animal Control staff advises against.
12. Volunteers are allowed to walk dogs during facility hours, but must cease all activities and be prepared to leave the facility by 6:30pm and on Saturday by 2:30pm.
13. No dog can be left unattended while being shown to the public; nor shall a prospective adopter be allowed to handle the leash on a dog without staff supervision. Also, all meet-and-greets MUST be supervised by Mandy or next in charge.
14. Please report to staff (as well as note on the sheet outside of the dog’s kennel) anything unusual, such as:
	1. Blood in stools
	2. Bleeding sore or wounds
	3. Vomiting or diarrhea
	4. Acting lethargic
	5. Limping, dragging of leg, etc.
15. If you are bitten, report to Mandy IMMEDIATELY so a bite report can be completed.

**Working with the cats:**

1. Kittens are NOT to be handled by the public (until 6weeks of age their immune system is too weak and puts them at a high risk of infection) NO EXCEPTION!
2. Volunteers MUST wash their hands before and after touching EACH cat (sterilizer lotion is acceptable) to minimize the transfer of any infection or illness from one cat to another.
3. Volunteers are not to open the door to any cat cage until they know the cat’s personality (ask Mandy) and the cat gets to know them. The door to the room must be closed during this process to prevent escapes.
4. Volunteers should not take a cat into their arms until there is trust and a bond between volunteer and cat. ( a cat may be calm in its cage, but once seeing other cats may react differently.) The door to the room must be closed during this process to prevent escapes.

***ABUSE OF ANY KIND WILL NOT BE TOLERATED. Mandy will investigate and if necessary notify the proper authorities, charges pressed, and cannot return to the facility!***

I have read these rules, understand their content, and will abide by them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please print your name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Witness