



## **Group Volunteering**

I would like to thank you for your interest in volunteering your time and love to the animals here at HSI. Volunteers are very important people at HSI. As a non-profit organization, we rely on the assistance of caring, animal-loving individuals and groups in all of our programs.

### **Age Requirement:**

Members must be 16 years old. Groups with minors must have 1 adult per 4 students. Please make note that parents cannot bring minor children (under the age of 16 years) along with them.

### **Group Size Requirement:**

The group must have no more than 10 members volunteering at 1 time. Exceptions to this rule may be considered depending on day, date, and time requested. Exceptions to this rule will never be made on weekends due to high volume of adoption traffic.

### **Group Volunteer Duties:**

Groups do not choose what tasks they assist with. Tasks are given out based on what is needed at the time of volunteering. Below you will find the most common tasks volunteers are asked to assist with.

- Housekeeping Hounds -Perform the necessary duty of cleaning our laundry & dishes.
- Feline Friends- These volunteers spend quality time petting, loving, and caring for our adoptable cats.
- Canine Companions -These volunteers spend quality time petting, loving, caring for and teaching our adoptable dogs over the age of 5 months.
- Baths and Basic Grooming
- Kennel Cleaning Assistants - These volunteers assist with kennel cleaning, room set up, and exercising animals while their cages are being cleaned.
- Yard Clean Up – Please understand that while working with dogs there is a good chance they will use the restroom. Volunteers are asked to pick up after any dog they spend time with.

### **Note:**

While we want groups to have fun while volunteering, the primary reason for accepting volunteers is because we need help with our everyday tasks. Everyone in the group needs to be willing to help with any task that is asked of them. We also need everyone in the group to stay on task. Each group member should be able to follow direction very well and be comfortable with all animals in our shelter.

Group volunteer request forms must be filled out completely and turned in at least 1 month before the volunteer date requested.

### **Mail or bring forms to:**

Volunteer Coordinator  
7929 North Michigan Road  
Indianapolis IN 46268

### **Fax applications to:**

317.876.2428 attn: Volunteer Coordinator

Questions?

Contact Shawna Sims, Volunteer Coordinator, at [ssims@indyhumane.org](mailto:ssims@indyhumane.org) or 317.872.5650 x106. Thanks!



For Office Use Only  
Date Application Received:

\_\_\_/\_\_\_/\_\_\_

Initials: \_\_\_\_\_

### **Group Volunteering Request**

Please turn applications in at least 1 month before the volunteer date you are requesting.

Group/Organization Name	
Street Address	
City, State, Zip	
Contact Name	
Contact Phone Number	
Contact Email Address	

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How did you hear about our Group Volunteering opportunities? \_\_\_\_\_

How many members do you have in your group? \_\_\_\_\_

Are all of the members at least 16 years old? Y/N

**What day of the week would your group like to volunteer?**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**What date would your group like to volunteer?**

1<sup>st</sup> Choice: \_\_\_/\_\_\_/\_\_\_

2<sup>nd</sup> Choice: \_\_\_/\_\_\_/\_\_\_

**What time frame would your group like to volunteer?**

Monday through Friday Options:    9-12pm    12-3pm    **3-6pm (Thursdays Only)**

Saturday Options:                    9-11am (We do not offer group volunteering the 3<sup>rd</sup> Saturday of each month)

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Please tell us a little about your group:

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Thank you for your interest in volunteering at HSI. Upon receipt of your request, you will receive a confirmation email that will include information on the next steps.

**HSI Volunteer Release**

Each Volunteer must sign a waiver prior to volunteering at HSI.  
Please bring this form with you the 1<sup>st</sup> day of volunteering.

**Group Name:** \_\_\_\_\_

**Volunteer Release: Please have each member of your group sign this waiver. Minors must have a parent/guardian signature.**

I hereby fully and forever release and discharge the Humane Society of Indianapolis, its agents, employees, directors, officers and liability insurance carriers, from all actions, damages or judgments which I have now or in the future against the Humane Society of Indianapolis, for all personal injuries to myself, known or unknown, and/or arising out of activities of myself as a volunteer of the Humane Society of Indianapolis.

**Photo Release: Minors must have a parent/guardian signature.**

I hereby give permission to the Humane Society of Indianapolis to use, without furnishing any consideration therefore, any photographs or videotape footage taken of me while volunteering, for the purpose of advertising, publicity, or public relations.

I, the undersigned, have read this release and understand all of its terms and I execute it voluntarily and with full knowledge of its significance.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Signature Parental Signature (Needed for Minors)

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