



Want to volunteer with Simcoe and District Humane Society?

Note: Employment opportunities will be listed as we receive government subsidies.

Great! Let's begin...

- Visit the SDHS Trailer or our website www.SimcoeDHumane.ca to see our volunteer postings if there are new postings. If there is a posting you are interested in, ask for your volunteer application package at the office.
 - a Note: We are always in need of Volunteers as people retire, move, get sick, find or change jobs, go to school in a different area.
- Choose two people to be personal references (not immediate family) and have them fill out the personal reference forms included in the volunteer application package or get permission to add their phone number.
- Return the completed forms to the office in a sealed envelope. Please write 'Volunteer Application' on the outside of the envelope. Drop off the application to the shelter or scan and email to office@s-dhs.ca
- Apply online Ontario Provincial Police <https://www.opp.ca> for your Police Record Check. You will need a copy of request signed which is attached.
- Watch for an email from WhenToHelp.com (Please add to your safe senders list)
 - This is our volunteer scheduler and the first email you will receive is your login information. If you have not received an email within 1 week, please contact volunteer@s-dhs.ca or office@s-dhs.ca to have your login email resent.
 - From here in you will receive your schedule or the upcoming schedule to book your shifts.
- Start your new volunteer experience, making a huge difference in the community.
- You will receive ongoing opportunities and feedback

Thank you for helping us help those who cannot help themselves!



Simcoe & District Humane Society Volunteer Application

Date Of Application: _____

Contact Information

Name:	
Street Address:	
Mailing Address:	
City ST ZIP Code:	
Home Phone:	
Work Phone:	
Cell Phone:	
E-Mail Address:	

Are you at least 16 years of age? _____yes _____no (must be at least 16 years of age to volunteer alone with the Humane Society)

Why do you want to volunteer with the Humane Society? _____

Do you need volunteer hours to meet a program requirement? _____YES _____NO If yes how many hours

Name of school if you are a student _____

Availability

During which hours are you available for volunteer assignments?

_____Weekday Mornings _____Weekday Afternoons _____Weekday Evenings
 _____Weekend Mornings _____Weekend Afternoons _____Weekend Evenings

How would you like to help?

- | | |
|---|--|
| _____Administration | _____Field work |
| _____Work in the Daily Operations Trailer | _____Events |
| _____Answer phones | _____Fundraising |
| _____Deal with clients and donors | _____Deliveries |
| _____Keep database current | _____Phone calls to volunteers |
| _____Do outside chores | _____Volunteer coordination |
| _____Maintain inventory | _____Newsletter production |
| _____Help with animal care | _____Solicit Support for the "Tree of Life" |
| _____Clean kennels and trailer | _____Find Sponsors for Adopt-a-Pet Ads |
| _____Transport SDHS Animals | _____Volunteer at special events |
| _____Do Laundry | _____Organize and direct fundraisers |
| _____Assist with Foster Care Program | _____Find Corporate Sponsors to Support SDHS |

Are you interested in being on a committee?

_____yes _____no

Which Committee would interest you?

- _____Become a Board Member
- _____Fundraising
- _____Norfolk Com. Animal Fair
- _____Special Events

Do you have a valid Driver's License? _____Yes _____No

Do you have a reliable vehicle? _____Yes _____No

- _____Volunteer and Membership
- _____Donations and Finance
- _____Junior Humane Society
- _____Stray and Feral Education
- _____Public Awareness/Education

Occupation or Employer: _____

May we contact you at work_Yes_No?

Do you know anyone who is a volunteer here? _____

When was the last time you visited the SDHS? _____

What was the reason for your visit? _____

For which volunteer position(s) are you applying? _____

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

--

Previous Volunteer Experience

Summarize your previous volunteer experience.

--

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Volunteers dealing with money or vulnerable persons are required to hold a clear Police Record Check. If you are interested in one of these positions, please ask for you Police Clearance request.

Thank you for completing this application form and for your interest in volunteering with us.

This application will also apply to employees hired through government subsidies.



Please list 2 References that may be called OR get 2 references to fill in the forms attached.

Reference #1:

Name of Reference: _____

Contact # _____

Reference #2:

Name of Reference: _____

Contact # _____



Simcoe and District Humane Society

Performing Animal Welfare Service in and around Norfolk County since 1953

Name of Volunteer Applicant: _____

If your Reference is unavailable to fill this form in Please get their permission and add their Phone# _____ so we may contact them.

Reference Check Questionnaire

Name of Reference: _____

The applicant has applied to be a volunteer with Simcoe and District Humane Society and has offered you as a reference. We would like to ask you a few background questions. Please use the back if you need more space to write.

3. How long have you known the applicant and in what capacity?

4. Animals are what SDHS is all about. Can you tell us about the applicant's experience with animals? How does s/he interact with animals?

3. Can you tell us about experiences this applicant had that will help with the volunteer position they have applied for?

4. Some of our programs include working with vulnerable persons including: seniors, children, and young people. Tell us how you think the applicant will work with these groups.

5. What experience or qualities do you think the applicant has that will make him/her a great Humane Society Volunteer?

6. Is there anything else you would like to tell us about this applicant and his/her wish to volunteer with the SDHS?

Reference Signature _____

Date: _____



Name of Volunteer Applicant: _____

If your Reference is unavailable to fill this form in Please get their permission and add their Phone# _____ so we may contact them.

Reference Check Questionnaire

Name of Reference: _____

The applicant has applied to be a volunteer with Simcoe and District Humane Society and has offered you as a reference. We would like to ask you a few background questions. Please use the back if you need more space to write.

3. How long have you known the applicant and in what capacity?

4. Animals are what SDHS is all about. Can you tell us about the applicant's experience with animals? How does s/he interact with animals?

3. Can you tell us about experiences this applicant had that will help with the volunteer position they have applied for?

4. Some of our programs include working with vulnerable persons including: seniors, children, and young people. Tell us how you think the applicant will work with these groups.

5. What experience or qualities do you think the applicant has that will make him/her a great Humane Society Volunteer?

6. Is there anything else you would like to tell us about this applicant and his/her wish to volunteer with the SDHS?

Reference Signature _____

Date: _____



Simcoe and District Humane Society

Performing Animal Welfare Service in and around Norfolk County since 1953

24 Grigg Drive, Simcoe, ON N3Y 4L1

Ph: 5194289161 Fax: 1-866-817-1819

Email: volunteers@s-dhs.ca Website: www.SimcoeDHumane.ca

Ontario Provincial Police REQUEST FOR VULNERABLE SECTOR SCREENING

OPP record check applications are now online!

OPP record check applications — including payment and ID verification — are now online. Your identity will be verified using [Electronic Identity Verification](#) (EIV). The majority of applicants will not be required to attend an OPP detachment ([see exceptions](#)). The application process is quick, easy and secure.

Follow these four steps to prepare to apply.

Step 1: Confirm that you live in an OPP-policed community

To request an OPP Record Check, you must live in an OPP-policed community.

Do I live in an OPP-policed community? Check the Online Map

Step 2: Identify which type of record check you need

During your online application, you will be required to select the type of police record check you need. The agency/organization requesting the check will communicate to you which type of check you need. The OPP cannot make this decision for you.

We ask that you receive the following record check

- **Vulnerable Sector Check (VSC)**

If your agency letter states that you require a Criminal Record Check with a Vulnerable Sector Check, you only need to request a Vulnerable Sector Check.

Step 3: Gather what you need

A few pieces of information will be required when you apply for a police record check. You will need:

- a letter from your Canadian agency/organization identifying the type(s) of checks you require.
- to be prepared to answer financial questions in order to [verify your identification](#) (as part of the EIV process).
- a credit card or pre-paid credit card available for payment
 - Volunteer checks: Free

When you receive your Record Check, you may drop it off at the shelter c/o Shelter Manager OR email it to admin@s-dhs.ca



Simcoe and District Humane Society

Performing Animal Welfare Service in and around Norfolk County since 1953

24 Grigg Drive, Simcoe, ON N3Y 4L1

Ph: 5194289161

Fax: 1-866-817-1819

Email: volunteers@s-dhs.ca Website: www.SimcoeDHumane.ca

Ontario Provincial Police REQUEST FOR VULNERABLE SECTOR SCREENING

Ontario Provincial Police
Norfolk Detachment

To Whom It May Concern:

Simcoe and District Humane Society is a non-profit organization who assists animals sick, injured and in distress. Members, including the Board of Directors, volunteer to carry out the Society's mandate.

_____ has expressed interest in a position volunteering with Simcoe and District Humane Society. There are many programs in the Society which include dealing directly with children, seniors, and other vulnerable persons.

They may be visiting seniors in their homes, helping with their animals, delivering purchased or donated pet foods OR they may be dealing personally with children who attend one of our youth programs including Reading Buddies or Critter Buddies for kids ages 5 and up.

We would request a Criminal Record Check; a Vulnerable Sector Screening and a Pardoned Sex Offender Database check be done on this volunteer.

The completed Criminal Record Check may be forwarded to the applicant, who will then forward it to Simcoe and District Humane Society.

Thank you for your assistance in this matter.

Sincerely,

Or _____

Position: President and Shelter Manager

Position: _____

Representative for Simcoe and District Humane Society

Representative for Cathie Hosken, President

This letter is NOT valid unless signed.