



Want to volunteer **or work** with
Simcoe and District Humane Society?

Great! Let's begin...

1. Visit the SIMCOEDHUMANE Trailer or our website www.SimcoeDHumane.ca to see our volunteer postings. If there is a posting you are interested in, ask for your volunteer application package at the office.
2. 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.
3. Return the completed forms to the office in a sealed envelope. Please write 'Volunteer Application' on the outside of the envelope. If the office is closed, you may email your copy to volunteers@SimcoeDHumane.ca or mail to 24 Grigg Drive, P.O. box 193 Simcoe, ON, N3Y 4L1
4. When you have your volunteer interview, the letter requesting the criminal record check will be signed.
5. Apply to the Ontario Provincial Police for a police record check. There is a form and letter with more information in the application package. There may be a cost for this service.
6. You will be added to our WhenToHelp.com Scheduler and will be asked to check it often. **It is your responsibility to offer your help ... Please do not wait for an invitation to begin your volunteer experience with us.**
7. Participate in the scheduled volunteer orientation and training sessions specific to your volunteer role. **You will be notified by WhenToHelp.com for these dates. Please join us for these dates!**
8. Start your new volunteer experience, making a huge difference in the community and helping ALL animals.
9. 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 (you must be at least 16 years of age to volunteer 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
- ___ Work in the Daily Operations Trailer
 - ___ Answer phones
 - ___ Deal with clients and donors
 - ___ Keep database current
 - ___ Do outside chores
 - ___ Maintain inventory
 - ___ Help with animal care
 - ___ Clean kennels and trailer
 - ___ Transport SDHS Animals
 - ___ Do Laundry
 - ___ Assist with Foster Care Program
 - ___ Field work
- ___ Events
- ___ Fundraising
- ___ Deliveries
- ___ Phone calls to volunteers
- ___ Volunteer coordination

- ___ Newsletter production
- ___ **Solicit Support for the "Tree of Life"**
- ___ Find Sponsors for Adopt-a-Pet Ads
- ___ Volunteer at special events
- ___ Organize and direct fundraisers
- ___ 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
- ___ 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.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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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.

Reference Check Questionnaire



We would like the names and numbers of 2 References please.

These should include people who know your care and/or skills with animals, in the office setting, or other areas of volunteering.

Some of the questions we may ask include:

Name of Volunteer Applicant: _____

First Reference: _____

Reference Phone# _____

For SHDS Use: Date of Call: _____

First Reference: _____

Reference Phone# _____

For SHDS Use: Date of Call: _____

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.

1. How long have you known the applicant and in what capacity?
2. Animals are what SIMCOEDHUMANE **is all about**. **Can you tell us about the applicant's** experience with animals? How do they 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 them a great Humane Society Volunteer?
6. How do you think this person will deal with emergency and sometime difficult situations
7. **Is there anything else you would like to tell us about this applicant and their wish to volunteer with the SIMCOEDHUMANE?**



SIMCOE AND DISTRICT HUMANE SOCIETY

24 Grigg Drive, P.O. Box 193
Simcoe, ON N3Y 4L1
PH: 519-428-9161 Fax: 519-428-2086
Email: info@s-dhs.ca Website: www.s-dhs.ca

Ontario Provincial Police REQUEST FOR VULNERABLE SECTOR SCREENING

This form must be delivered and picked up in person during regular business hours. Those living in Norfolk County should visit the OPP Detachment 548 Queensway West, Simcoe.

- Fill out the appropriate forms at the OPP office
- You will need to provide 2 pieces of identification (1 must be a photo ID) along with the form below
- Once the screening is complete and with acceptable identification verifying your identity you can pick up the search results at the OPP office
- Contact the SIMCOEDHUMANE once the record check has been obtained to continue with the volunteer process

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 the Jr. Humane Society "Critter Buddies" program involving young people 11-18 or will be dealing with clients directly, or the upcoming SWAP (Seniors with Animals and Pets Program) requiring a Criminal Record Check.

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,

Cathie Hosken
President, Simcoe and District Humane Society

This letter is NOT valid unless signed.

During COVID-19 Simcoe and District Humane Society will be using an online Attestation Form found by scanning the QR Barcode

