



THE KANSAS HUMANE SOCIETY was founded in 1888 and is one of the oldest non-profit organizations in the Wichita area. We take in nearly 16,000 animals every year.

COMMUNITY support is essential to the Kansas Humane Society. We receive no funds from the city, county, state, or United Way and have no affiliation with the Humane Society of the United States (HSUS). We depend almost entirely on private contributions and adoption fees to fulfill our mission.

CURRENTLY over 1,500 volunteers are involved in programs at the Kansas Humane Society of Wichita, Kansas.

VOLUNTEER tasks range from socializing animals to working with potential adopters.

CHILDREN are welcome, ages 9 and up, to volunteer with a parent or guardian. Any volunteer under the age of 18 must be with an adult at all times.

LOVE ANIMALS? Please read on about our many exciting volunteer opportunities and sign-up to join this vital team.

Please be sure to read the following welcome letter from Dayna Boso, Director of Volunteers.

VOLUNTEER

WITH THE KANSAS HUMANE SOCIETY



KANSAS HUMANE SOCIETY
3313 N. Hillside • Wichita, KS 67219
www.kshumane.org

Dear Friend,

Thank you for your interest in volunteering for the Kansas Humane Society. Volunteers make a tremendous difference for our agency and the animals we serve.

You can become a part of our team in three easy steps:

1. **Complete the volunteer application included in this packet.** All potential volunteers must have a volunteer application on file to be considered for the KHS volunteer program.
2. **Fulfill the orientation/training requirements.** Before you begin volunteering, we require that you:
 - a. Attend an Orientation Session (we must receive your completed volunteer application to reserve your space at the orientation)
 - b. Attend an Animal Handling Class
 - c. Complete a one-on-one interview with our Volunteer department
 - d. Pay a one-time program fee of \$15 (not required for children 17 & under or Foster Only Volunteers)
3. **Commit to volunteering for a minimum of 6 hours a month for 6 months.** With our flexible hours, you'll be able to tailor your volunteer experience around your schedule.

The upcoming orientation schedule is attached. (If not, please see the most up-to-date schedule at www.kshumane.org.) Orientation sessions are limited in size so be sure to include the bottom portion of the orientation schedule with your application. You will be notified if the session you want to attend is already full. Otherwise, we will see you on your chosen date. During your orientation session, you will be advised of your animal handling session date. This is usually within one to two weeks of the orientation session.

We welcome children, age 9 to 17 years of age, to volunteer, but they must be accompanied by an adult at all times. If you are a parent/child team interested in volunteering, please complete a volunteer application for you and for the interested child.

Thank you again for your interest and for taking the time to tell us about yourself. *We look forward to meeting you!*

Sincerely,

Dayna Boso
Director of Volunteers
dboso@kshumane.org
316-220-8710

Admissions Support

Provide clerical support and stock supplies for the Admissions Department. This helps us save more animal lives by keeping the intake process organized and efficient for staff and customers.

Adoption Counselor (Volunteer)

Assist Adoption staff by providing customer service and adopter education. This helps us save more animal lives by reducing adopter wait times.

Adoption Support

Assist adoption staff by providing customer service and clerical support. This helps us save more animal lives by keeping the adoption process organized and efficient for staff and customers.

Assistant Pet Trainer

Provide support to Pet Trainer by directing pet guardians to train their canine companions using positive reward-based training methods. This helps us save more animal lives by enhancing the human/animal bond and reducing pet relinquishments.

Canine-ality Evaluation

Assist the Kansas Humane Society Assessment/Behavior Department in evaluating canines 6 months of age and older with the Meet Your Match Canine-ality program. This program helps define their personality so the canines have the best possible chance to be matched with an appropriate adopter, helping ensure success with their new family from the start. This helps us save more animal lives by reducing adoption returns.

Cat Socializing

Make sure the cats and kittens at the Kansas Humane Society receive personal attention and exercise daily. This helps us save more animal lives by helping our feline residents stay mentally and physically healthy, and improving their chances for adoption.

Catvocate/Kitty City Monitor

On busy weekends, our lobby can be very full of excited guests waiting to visit our adorable adoption candidates. Occasionally, guests will spend their waiting time playing with kittens in Kitty City 1 or Kitty City 2. Too many guests can be stressful for our cats and kittens and moderating the number of visitors help keep them happy and stress-free. This helps us save more animal lives by educating guests on appropriate playful interaction to ensure our kittens are enjoying their visits and are not overwhelmed by too many guests in the room.

Dog Walking, Tier 2, Leash Work

Make sure the dogs and puppies (4 months & older) at the Kansas Humane Society receive personal attention and exercise daily. This helps us save more animal lives by keeping our canine residents mentally and physically healthy, and improving their chances for adoption.

Enrichment

Carry out a regularly scheduled enrichment program for the animals in our care. These stress-relieving activities directly contribute to helping shelter pets stay physically and mentally healthy while waiting for adoption. It also helps us save animal lives by allowing us to use limited staff resources in other animal care areas.

Feline-ality Testing

Assist the Kansas Humane Society Assessment/Behavior Department in evaluating felines nine months of age and older with the Meet Your Match Feline-ality program. This program helps define their personality so the felines have the best possible chance to be matched up with the correct adopter, helping ensure success with their new family from the start. This helps us save more animal lives by reducing adoption returns.

Foster Parent

Help animals that may be unprepared to be placed for adoption. Participants in the program help raise the standard of health in animals available for adoption, ensure that all puppies and kittens have reached the proper level of maturity before being placed for adoption, and increase the adoptability of animals by determining their behavioral traits and prior training. This helps us save more animal lives by providing essential care for pets prior to adoption and increasing adoption rates.

General Office/Development Dept. Data Entry

Assist the Development Department team by providing clerical support. This helps us save more animal lives by allowing us to focus limited staff resources on direct fundraising activities that provide support for the animals in our care.

Greeter

Greet customers when they come through our doors so they are not overwhelmed by our huge adoption gallery. Welcome them to KHS and answer basic questions, direct them to the canine adoption suites or kitty cities and condos, hand out maps, and tell them about our "On Deck" program. Direct them to a computer to pull up the KHS website to see pictures of the available animals on deck. This helps us save more animal lives by increasing adoptions.

Grooming

Bathe and/or groom animals that are available for adoption for hygiene and appearance purposes. Bathing animals helps prevent the spread of disease and also increases their chances of being visited by potential adopters. This helps us save more animal lives by increasing adoption rates.

Housekeeping

Help throughout the shelter with general housekeeping duties: clean glass on canine suites, cat condos and kitty cities; help with laundry and dishes; and stock areas with fresh bedding, toys, and dishes. Most importantly, help prevent the spread of disease by cleaning messes in hallways, lobbies, visiting rooms, and walkways immediately. This helps us save more animal lives by focusing limited staff resources on direct animal care.

Kennel Staff Support

Help staff to provide safe, humane, and thorough care for animals housed at the Kansas Humane Society. This helps us save more animal lives by keeping pets healthy and happy and improving their chances for adoption.

Kitty Courier (PetSmart East and West)

Taking cats to PetSmart for adoption opens up valuable space at the Kansas Humane Society for other cats available for adoption. This helps us save more animal lives by increasing awareness of our great pets and increasing adoption rates.

On Deck Assistant

As pets are adopted from suites or condos, volunteers clean/sanitize them, set them up with new enrichment items, water, litter box, etc., and move the next pet up from behind the scenes. KHS staff will provide a list of which pets to move up first. Volunteers will also be responsible for keeping suites poop-free during adoption hours so they can be effectively used as visiting rooms. This helps us save more animal lives by increasing adoptions.

Pet Training Support Volunteer

Provide support to instructor by preparing Learning Center for classes, assisting pet guardians with taking pets out to relieve themselves, assisting with accident clean up, and returning Learning Center to its original condition. This helps us save more animal lives by providing effective training and reducing pet relinquishments.

Project Companionship

Take shelter animals to visit residents of care homes, retirement centers, or other types of care facilities. This enhances the lives of shelter animals and the lives of people in these facilities who may not have regular interaction with pets. This helps us save more animal lives by increasing community awareness of KHS programs, providing extra attention to animals in the shelter and increasing our ability to obtain financial support from the community.

Retail Store Clerk

Greet store customers, make appropriate product recommendations, and assist with purchases. Operate cash register and credit card equipment. Collect adoption fees, hold fees and other monetary transactions related to pet adoptions and sales. Promote and accept monetary donations and create receipts. Maintain a clean and safe work environment, including shelving and displays. Restock supplies. This helps us save more animal lives by providing helping ensure new pet owners go home with the resources they need to be successful and by providing additional revenue to help care for the pets at KHS.

Pet Showcasing

Take KHS pets to pre-determined locations/events for extra exposure to increase their chances of adoption. Showcasing is great for families with children ages 9 and up, but is fun for adults too! This helps us save more animal lives by increasing adoptions and community awareness.

Small Mammal Room Support

Provide rabbits, guinea pigs, hamsters, ferrets, rats, gerbils, and any other animals present in the small mammal room with personal attention and exercise daily. This helps us save more animal lives by keeping our small animals mentally and physically healthy and improving their chances of being adopted.

Spay/Neuter Appointment Scheduler

Assist our donor-subsidized spay/neuter program by helping schedule surgical appointments, retrieving voice mail, answering phone calls, returning phone calls and determining eligibility. This helps us save more animal lives by increasing the number of animals that are spayed or neutered in our community.

Spay/Neuter Clinic Opportunities

Areas include pre-op assistant, clinic pack prep support, surgical support, recovery care, clean-up, and treatment tech support. For detailed descriptions of these opportunities, go to Volunteer Opportunities on the KHS website. These positions help us save more animal lives by increasing the number of animals that are spayed or neutered.

Special Events

Be a part of the overall effort it takes to have a special event. Examples include Woofstock, Pennies from Heaven, Santa Claws, and other fundraising events that occur throughout the year. This helps us save animal lives by raising critical funds for KHS programs.

TAG (Transport Animal Group)

Transport KHS animals to adoption partners in other communities. This helps us save more animal lives by increasing live releases.

Website

Create high quality, appealing photos and written descriptions of adoptable pets at KHS and post this material on our website. This helps us save more animal lives by increasing the pet's chances for adoption, and allows customers who are unable to visit KHS to search for adoptable animals online.

Woofstock

Woofstock is held on the first Saturday in October and is the biggest outdoor dog festival in the Midwest. Be a part of the overall effort that it takes to make this event happen. This helps us save more animal lives by obtaining critical funding for KHS programs.

Youth Education

Assist the Director of Youth Education with educational programs for preschoolers to teenagers. Humane education programs play a critical role in promoting the welfare of animals in our community. We offer programs geared toward developing and expressing attitudes of compassion, kindness and respect for all living things. This helps us save more animal lives by teaching tomorrow's leaders the importance of responsible pet care.

FOR OFFICE USE ONLY

Orientation	Animal Handling	Interview
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Please complete this Volunteer Application if you are interested in becoming a Kansas Humane Society volunteer. Once you complete the form please return **pages 5-8** to the front desk in the KHS adoption lobby or mail to Dayna Boso at 3313 N. Hillside, Wichita, KS 67219. Please be sure to choose the date of the orientation you would like to attend as well.

Personal Information

If you are under age **18** you must be accompanied on volunteer activities by an adult. As a parent/child team, a separate application is necessary for both members of the team.

First Name: _____ Last Name: _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Birth Date: _____ (mm/dd/yy) Gender: Male Female

Employer: _____

Title/Position: _____

Have you volunteered for other agencies? Please list:

Emergency Contact Information

First Name: _____ Last Name: _____

Home Phone: _____ Work Phone: _____ Cell phone: _____

Relationship: _____

Street Address: _____

City/State/Zip: _____

If you are applying with a child under 18 years of age, please give the name of the child: Volunteer application needed for all attendees.

Skills

Please review the list of skills/interests below and check all that apply to you.

- | | | |
|---|---|--|
| <input type="checkbox"/> Animal behavior | <input type="checkbox"/> Grooming | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Art/Design | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Photography/Video |
| <input type="checkbox"/> Customer Service/Telephone | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Education | <input type="checkbox"/> Medical | <input type="checkbox"/> Research |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Office/Admin | <input type="checkbox"/> Other |

If you have any skills, training or experience in pet care or animal welfare, please explain:

Availability

Volunteer hours are Mon-Thurs & Sat 7:00 am-6:45 pm, Friday 7:00 am -8:15 pm and Sunday 7:00 am-5:15 pm. Please review the schedule below and check all days and times you are available for volunteering.

- | | | |
|-------------------------------------|------------|------------|
| <input type="checkbox"/> Sunday: | a.m. _____ | p.m. _____ |
| <input type="checkbox"/> Monday: | a.m. _____ | p.m. _____ |
| <input type="checkbox"/> Tuesday: | a.m. _____ | p.m. _____ |
| <input type="checkbox"/> Wednesday: | a.m. _____ | p.m. _____ |
| <input type="checkbox"/> Thursday: | a.m. _____ | p.m. _____ |
| <input type="checkbox"/> Friday: | a.m. _____ | p.m. _____ |
| <input type="checkbox"/> Saturday: | a.m. _____ | p.m. _____ |

Please include any additional information about your skills, background and experience you think may be helpful.

Volunteer Preferences

Please identify which animals you are comfortable working with:

- Dogs Cats Small Mammals

- | | | |
|-----------------------------------|------------------------------|-----------------------------|
| Do you have pets now? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever adopted from KHS? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are your pets spayed/neutered? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you enjoy working alone? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you enjoy working with others? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Volunteer Opportunities

Please select the top 3 volunteer positions in which you have an interest:

- | | | |
|---|--|--|
| <input type="checkbox"/> Admissions Support | <input type="checkbox"/> Foster Parent | <input type="checkbox"/> Small Mammal Room Support |
| <input type="checkbox"/> Adoption Support | <input type="checkbox"/> Greeter | <input type="checkbox"/> Spay/Neuter Appointment Scheduler |
| <input type="checkbox"/> Adoption Counselor (Volunteer) | <input type="checkbox"/> Grooming Volunteer | <input type="checkbox"/> Spay/Neuter Clinic Opportunities |
| <input type="checkbox"/> Assistant Pet Trainer | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Canine-ality Testing | <input type="checkbox"/> Kennel Staff Support | <input type="checkbox"/> TAG - Transport Animal Group |
| <input type="checkbox"/> Cat Socializing | <input type="checkbox"/> Kitty Courier/PetSmart | <input type="checkbox"/> Treatment Tech Assistant |
| <input type="checkbox"/> Catvocate / Kitty City Monitor | <input type="checkbox"/> On Deck Assistant | <input type="checkbox"/> Website (Digital Photos) |
| <input type="checkbox"/> Data Entry/Admin - Bus. Office | <input type="checkbox"/> Project Companionship (Nursing Home visits) | <input type="checkbox"/> Woofstock Special Event |
| <input type="checkbox"/> Dog Walking | <input type="checkbox"/> Retail Store Clerk | <input type="checkbox"/> Youth Education |
| <input type="checkbox"/> Enrichment | <input type="checkbox"/> Showcasing Volunteer (offsite) | |
| <input type="checkbox"/> Feline-ality Testing | | |

Q & A

What motivated you to volunteer for KHS?

Do you have any physical or psychological limitations (i.e. back injuries, heart condition, allergies) that might require an accommodation or prevent your participation in any volunteer opportunities you are interested in? If yes, please explain:

What are your thoughts on euthanasia? (Volunteers do not participate in this area)

Are you a member of any animal welfare organization? If yes, please list:

Have you ever been convicted of a felony? Yes No

If yes, please describe: _____

(Conviction does not necessarily disqualify you from volunteering.) If you have not provided complete or truthful information, your application may be rejected or your volunteer service terminated.

As a Kansas Humane Society volunteer, you will be required to abide by the terms of a volunteer agreement. The agreement below describes what KHS will expect of you, and what you can expect of KHS.

VOLUNTEER AGREEMENT

If accepted as a KHS volunteer, my signature below indicates that I understand and agree to the following:

- I will complete a KHS Assumption of Risk, Indemnification, Release and Consent Form for me and any minor volunteers for whom I am the parent or guardian.
- I will abide by and support all KHS policies and procedures.
- I agree to be supervised by the Director of Volunteers, or his or her designee, and will directly report any problems that arise to the Director of Volunteers.
- I agree that KHS may photograph or otherwise record my participation in this program and I hereby consent to the Kansas Humane Society’s use of my name, likeness, voice or other similar recordings and/or disclosures for KHS publicity purposes and agree to not contest use of the same at any time.
- I will keep private and confidential information that I acquire during the course of my volunteer service which is confidential and/or proprietary information of KHS and/or its customers, including the identity of a customer, customer’s pet(s) and pet outcomes, and I will sign and approve the KHS Confidentiality and Nondisclosure Acknowledgement for Volunteers.
- I agree to volunteer for a minimum of six hours per month for at least six months, unless I am terminated from the program. If I am unable to fulfill my regularly scheduled hours, I will provide advance notice to my supervisor and arrange rescheduling.
- I authorize the Kansas Humane Society to seek emergency medical treatment for me and any minor for whom I am the parent or legal guardian in case of any accident, injury or illness. I understand that if I am injured while acting as an unpaid volunteer, I acknowledge that I am not covered by Kansas worker’s compensation law.
- I hereby certify that all entries on this application are true and complete. I understand any falsification or incompleteness of this information may result in the termination of my volunteer service with the Kansas Humane Society.
- If I am a parent or guardian of a minor KHS volunteer, I will assure that such minor will comply with the terms of this Volunteer Agreement and KHS policies applicable to KHS volunteers.
- I acknowledge that my service as a volunteer with the Kansas Humane Society may be terminated at any time by me or by the Kansas Humane Society, for any or no reason.

Applicant Signature

Date

Printed Name