



## **Horse / Large Animal**

## **Volunteer Application**

*Fill out and send in the last 4 pages.*

The Adams County Society for the Prevention of Cruelty to Animals (SPCA) is an I.R.C. 501(c)(3) non-profit organization that will provide shelter and care for lost, abandoned and abused animals, investigate and prosecute cruelty offenders, help control animal overpopulation and educate the community about spay/neuter programs, animal wellness and safety.

Thank you for your interest in volunteering at the Adams County SPCA. 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 looking to adopt. This, in turn, helps animals find good homes.

Volunteers work under the guidance of the Shelter Manager, or the senior staff member on duty. A member of the shelter staff will always be available to assist you should a question or concern arise.

All large animal volunteers have to be experienced in handling large animals; we are not able to train unknowing people due to liability concerns. A short orientation at the farm in which the animals will be held will be required by all the volunteers that will be assisting with those particular animals. At this orientation you will be told what is expected out of the volunteers, what to do when supplies are needed, what to do if you spot trouble with any animal you are overseeing, Where to sign in at, where the schedule will be posted, and who to call in an emergency.

Once the animals are seized the ACSPCA sets up a volunteer schedule for the farm that they are located at; if you as the volunteer sign up for some of this time we expect that you will be there and do what you have volunteered to do. If you are unable to do your volunteered shift please alert the ACSPCA Shelter Manager immediately so that the animals do not go uncared for. All volunteers are only allowed on the property during their scheduled time unless otherwise approved by the ACSPCA Shelter Manager.

If you are selected to help during an actual seizure, there will be seizure guidelines and a release of liability that will be signed that day.

By completing this application and going through the confirmation process, does not validate you for volunteering at the shelter for small animals. There is a separate set of rules and regulations for working on the Adams County SPCA property and at events.



## **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 vaccination. Using common sense “infection control,” such as washing your hands thoroughly with antibacterial soap and water, or using hand sanitizer, at the Shelter after handling each animal and before you go home, will help protect you and the animals. Wearing old clothes and removing them as soon as you return home gives an added measure of protection.

### **Will I get bitten, stepped on, nudged, or scratched?**

There is always the chance, when working with large animals that you may be bitten, stepped on, nudged, or scratched. This is why we need experienced handlers and novice helpers. Following our routine procedures for safe handling of animals will help to minimize this possibility. We strongly suggest that you only work with animals you feel completely comfortable with.

### **Do you euthanize large animals?**

Only sick or vicious animals are euthanized.

## **Guidelines for all volunteers**

- ❖ No comments should ever be made to the News Media by a volunteer. All questions should be referred to Adams County SPCA Manager or President.
- ❖ Never divulge the location of the animals you are working with, this could put the case and those who are helping in danger.
- ❖ All adoptions will have final approval by the Shelter Manager, and at no time should any volunteer promise an animal to someone or expect they themselves will have first pick. We are here to give these animals the best second chance we can.
- ❖ All animals under your care are to be treated with the utmost respect, dignity and compassion.

### **The following statements are a release of liability to the Adams County SPCA:**

- ❖ All Volunteer Applications must be approved by the shelter manager before their service may begin.
- ❖ All volunteers must be 18 years of age or older.
- ❖ All Volunteers of the Adams County SPCA are representatives of the organization and must adhere to all the guidelines that have been presented to you.
- ❖ The Adams County SPCA is not liable for any damage or theft to Volunteer’s property; Personal property is the sole responsibility of the person to whom it belongs.

***Adams County SPCA***  
**11 Goldenville Road, Gettysburg, PA 17325**  
**Phone: 717-334-8876 Fax: 717-334-1338**  
Web site: [www.adamscountyspca.org](http://www.adamscountyspca.org)



- ❖ The Adams County SPCA 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.
- ❖ The Adams County SPCA reserves the right to deny anyone at anytime the right to volunteer for any reason.
- ❖ Any expenses incurred while Volunteering is considered a donation and will not be reimbursed. Any reimbursable costs must always be approved by the Shelter Manager before the expense has been incurred. As a volunteer you are not only volunteering your time but you are also volunteering your resources.



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*Please complete all of the following sections:*

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

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

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

Date of Birth (if under 18 years of age): \_\_\_\_\_

E-mail 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:

Employer's Name: \_\_\_\_\_

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

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

In case of an Emergency, whom should we contact?

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

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

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

Have you ever adopted an animal from our shelter? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

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

Do you still have this animal? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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



Name of your veterinarian: \_\_\_\_\_

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

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

**Personal References:**

1) Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Telephone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Telephone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Please check the following activities that interest you most:

- \_\_\_\_\_ Walking dogs
- \_\_\_\_\_ Socialization cats
- \_\_\_\_\_ Bathing and grooming dogs
- \_\_\_\_\_ Taking pictures for our website and advertising
- \_\_\_\_\_ Providing foster care for kittens
- \_\_\_\_\_ Staffing an information table at community events
- \_\_\_\_\_ Taking animals to nursing homes
- \_\_\_\_\_ Entering data in computer records
- \_\_\_\_\_ Maintaining the Shelter grounds and Pet Cemetery
- \_\_\_\_\_ Other (please specify)

How long have you cared for Horses: \_\_\_\_\_

List your experience, duration, certifications, and or awards below:

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What is the main reason you would like to volunteer for the ACSPCA?

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Do you have a Horse Trailer that you could use to help the ACSPCA? Yes:\_\_\_\_\_ No:\_\_\_\_\_

Do you have a Foster Area available at your farm to help the ACSPCA? Yes:\_\_\_\_\_ No:\_\_\_\_\_

(If you are interested in fostering a foster application must be completed and handed into the ACSPCA Shelter Manager for approval, being a volunteer does not guarantee fostering rights.)

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I agree to hold the SPCA harmless for any injurious act the animal(s) may commit. I have read and understand the Volunteer 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)

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**FOR OFFICE USE ONLY**

Manager's Review:            Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Training Sessions Attended: Title: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_