

*Adams County Society for the Prevention of Cruelty to Animals*  
11 Goldenville Road, Gettysburg, PA 17325  
Phone: 717-334-8876 / Fax: 717-334-1338  
Web site: [www.adamscountyspca.org](http://www.adamscountyspca.org)



## Shelter Volunteer Application

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 at the shelter helps to keep the animals well-socialized and better able to present themselves when people come looking for a pet to adopt. This in turn helps animals find good homes.

Once approved as a volunteer you will need to attend our Volunteer Orientation. This is a basic training session on safe animal handling procedures in the shelter environment, which you will need to complete before you begin your volunteer hours. **Volunteer training is held once a month and you will receive an invitation call one week prior to the orientation date. If you would like to know the next orientation date and time before hand please call the shelter at the number above, or visit our website at [www.adamscountyspca.org](http://www.adamscountyspca.org).**

Following completion of training, you are welcome to visit the shelter to work with the animals anytime during our regular business hours. Volunteers work under the guidance of the Shelter Manager, or the senior staff member on duty. A member of the staff will always be available to assist you should a question or concern arise. Also, be sure to always sign in to the volunteer book when you are here. This is used for grants and support for the shelter, so every minute counts.

### **There are 3 main types of volunteers here at the Adams County SPCA:**

(1) **Shelter Volunteer**-This type of volunteer is primarily for shelter animal socialization and shelter clean up. The orientation spoken about above will be the expected training for this type of volunteer.

(2) **Large Animal Volunteer**- This volunteer will be allowed to assist with our larger animals such as horses, goats, cows, sheep, and other farm type animals. There is a separate orientation that these volunteers must attend, and it occurs as needed. If you would like to do small and large animals both orientations must be attended.

(3) **Event Volunteer**- This volunteer will assist the Adams County SPCA at local events and adopt-a-thons. These are primarily information type positions, but have become more hands on with the animals at the events. So, this type volunteer must go through the basic volunteer orientation, as well as the event orientation.

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## **Frequently Asked Questions:**

### **Will I be able to show animals to prospective adopters?**

Yes, as soon as you feel comfortable doing so. Your enthusiasm about the animal can "rub off" on the interested adopters and help them to make their decision. We follow several strict rules about showing animals:

- If euthanasia is questioned-refer the adopter to the Shelter staff
- ALWAYS be truthful
- NEVER be afraid to say, "I don't know"

### **Can I bring home diseases or infections to my pets?**

Yes, but can be prevented with normal cleaning, and common sense. Animals come to our shelter from many different places and situations. Our staff is well trained in parasite and virus control, and the shelter takes many measures to prevent the spread of these ailments. There is continuous disinfecting and daily cleaning along with shelter protocols, to assure steps are taken to protect our animals, staff, volunteers, and visitors. As always, and by law in some cases, we encourage all volunteers to keep their own pets up to date on vaccinations. 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 any animal you come in contact with. Most parasites and viruses can be carried on your clothing and shoes. So, disinfecting the bottom of your shoes when you get home as well as wearing old clothes and removing them as soon as you return home gives an added measure of protection. Once again these are remote possibilities that you would actually have this happen, but we like to keep everyone aware of possibilities.

### **Will I get bitten or scratched?**

Any animal with teeth can bite; any animal with claws can scratch. There is always the chance, when working with animals, that a scratch or bite may occur. 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 not feel that you have to take every dog outside or every cat out of their cage.

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

Unlike "no-kill" shelters, which are actually limited admission shelters, we do have to euthanize on occasion. These "no-kill" or limited admission shelters only accept certain animals, depending on their condition or how full their facility is. The Adams County SPCA accepts any unwanted, stray, abandoned, abused, or neglected animal and makes the best efforts we can to find them a lifelong home. Unfortunately, sick or vicious animals are not adoptable, and it would not be humane to keep them in cages for months and months on end with no hope of adoption, so in these cases they are humanely euthanized. We have tried programs, and different adoptions for these types of animals and the programs have always ended with the animal living in a cage for too long. It occasionally becomes necessary, however, for us to euthanize healthy animals because of overcrowding or poor socialization. These animals are primarily felines. We receive approximately 150-200 cats a month, and adoptions are low because there are so many stray or barn raised.

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We constantly have adoption events for our animals trying to promote them at local events, shelter run events, they are shown on T.V., newspapers, and radio ads. Unlike no-kill shelters, which typically do not accept large numbers of stray animals, our Shelter must accept all strays. In fact, most of the animals that come to our Shelter are strays. Some are re-claimed by their owners and many others are adopted. But, sadly, there are not enough homes for them all. The biggest attribute that our cats have is that they tested for known diseases, vaccinated, de-wormed, vet checked, and temperament evaluated before adoption. This saves the adopters the cost and hassle of making sure the animal is healthy and nice. Also, there are many transmittable parasites from cats to humans if they are not de-wormed and vaccinated.

**Why do I have to become a member to volunteer?**

In the past we have had hundreds of volunteers show up to orientations, and only about 2% actually come back and volunteer. This has been frustrating and counter productive. We feel that if you are willing to give your time and volunteer, you should want to support the organization as well. We understand that money can be tight, so we offer the membership at the organization for \$10, half of the \$20 normal price. As a non-profit organization we are faced with many financial difficulties, and we appreciate everything that the community donates to us whether it is time, food, other supplies or money. We are not government funded so our main source of income is from the residents of this county.

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

1. All volunteers must be members of the ACSPCA, unless otherwise exempt.
2. No comments should ever be made to the News Media by a volunteer. All questions should be referred to Adams County SPCA Shelter Manager or President
3. All Volunteer Applications must be approved by the Shelter Manager before service may begin.
4. All Volunteers of the Adams County SPCA are representatives of the organization and must adhere to all the SPCA guidelines.
5. The Adams County SPCA is not liable for any damage or theft to the Volunteer's property; personal property is the sole responsibility of the person to whom it belongs. Volunteers are encouraged to leave valuables and other personal property at home.
6. 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.
7. The Adams County SPCA reserves the right to deny anyone at anytime the right to volunteer for any reason.
8. Any expenses incurred while volunteering are considered a donation and will not be reimbursed. Any reimbursement costs must always be approved by the Shelter Manager before the expense has been incurred.
9. Any volunteer that is in direct contact with any ACSPCA animal, at any location must have personal health insurance coverage, Medicaid, Medicare, or other health coverage. If the volunteer does not have the listed health insurance they are restricted to non-animal volunteering ONLY. The ACSPCA does not cover volunteer injuries.

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### Shelter Volunteer Application

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

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

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alternate Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

E-mail address (optional): \_\_\_\_\_

Do you have Personal Health Insurance, Medicare, Medicaid, or other Health Coverage?  
\_\_\_\_ Yes      \_\_\_\_ No

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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? \_\_\_\_\_

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Occupation: \_\_\_\_\_

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

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

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

In case of an Emergency, whom should we contact?

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

Phone Number : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alternate Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

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

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

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

Do you still have this animal? If not, why not? \_\_\_\_\_

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**Please check the following activities that interest you most:**

- Walking dogs**
- Socializing cats**
- Bathing and grooming dogs**
- Taking pictures for our website and advertising**
- Providing foster care for kittens and puppies**
- Staffing an information table**
- Entering data in computer**
- Maintaining the Shelter grounds and Pet Cemetery**

**Other (please specify):** \_\_\_\_\_

**Please indicate your interest in helping with the following activities:**

**(Experience preferred for the following)**

- Property: Gardening, shelter grounds and Pet Cemetery**
- Membership: Helping with bulk mailing such as the newsletter**
- Fundraising: Posting flyers for events in the community, sell tickets for the event, and/or spend time at an information table at community events.**
- Write an article for the local newspapers, with board approval, from the volunteer viewpoint**

Briefly describe any experience you have had in handling animals.(Include any information that will help to indicate your interest and experience with animals. For example: what pets, if any, do you have at home? Have you raised animals for 4-H or another service project? Trained animals professionally or as a hobby?)\_\_\_\_\_

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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 Animal Shelter 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.

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(Signature)

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(Date)

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