



HUMANE SOCIETY

— of Indianapolis —

Service Hour Program

Completing service hours at IndyHumane benefits the staff and the animals that are housed in our shelter. The staff is always welcoming of extra help. The animals in our shelter are happier and healthier when people spend time caring for them and making sure they have a clean environment.

Requirements:

- Must be at least 16 years old and provide identification
- Must fill out application and turn it in 2 weeks prior to service hour volunteering
- Must provide documentation/court papers supporting order of service
- Court Orders: We do not accept felony/theft convictions or any sexual, violent, or animal cruelty related crimes

Dress Code:

- Plain Red Shirt
- Khakis and Jeans are acceptable – No Shorts or Skirts
- Tennis Shoes – You will not be allowed to perform hours in flip flops or sandals

Fee:

There is no fee to participate. We will accept and do appreciate any donations brought to us. Our wish list can be found at www.indyhumane.org.

Service Hours Duties:

You do not choose what tasks you assist with. Tasks are given out based on what is needed at the time of volunteering. Tasks related to animal interaction will only be given if there is a staff member available to train you at the time you complete your service hours. If you do not receive training to interact with animals, you are expected to not spend time with them while you are completing your hours.

Notes:

- Completing service hours at IndyHumane does not qualify you to be a part of our Volunteer Program. If you are interested in on-going volunteer opportunities, you must complete the steps to be a part of our Shelter Volunteer Program.
- We are happy to work with you. Please make sure that when choosing to complete your hours with IndyHumane, you can hold up your end of the commitment made and that you are choosing to complete your hours at IndyHumane because of a genuine love for animals and an understanding of our need for individuals ready to help.

Mail or bring applications to:

7929 North Michigan Road
Attn: Volunteer Coordinator
Indianapolis IN 46268

Fax applications to:

317.876.2428 attn: Volunteer Coordinator

Email applications to:

ssims@indyhumane.org

If you have any questions, please feel free to send an email to ssims@indyhumane.org or call 317.872.5650 x106.



For Office Use Only
Date Application Received:

___/___/___

Initials: _____

Service Hours Application

We appreciate applications being turned in at least 2 weeks before you need to start your service.

Applications must be filled out completely in order to be considered.

Information: (Print Neatly) – We communicate via email unless email address is not listed.

First Name _____
Last Name _____
Email Address _____
Birth Date _____
Street Address _____
City/St/Zip _____
Contact # _____

Parent/Guardian Information: Parents/Guardians are copied on all emails of minors. (Print Neatly)

(Parental information required for minors)

First Name _____
Last Name _____
Contact # _____
Email Address _____

How did you hear about service hour opportunities at IndyHumane?

Part of your responsibilities may include cleaning kennels, doing laundry & dishes, and cleaning yards.

Are you willing to do this type of work? Yes No

If you choose to leave any area of this section blank, IndyHumane reserves the right to deny your request to perform service hours.

You are not eligible for this program if you have a felony or theft conviction or have been convicted of any sexual, violent, or animal cruelty related crimes.

Court-Ordered

For Class or Community Group

Case Worker's Name:

School/Group/Class You Need Hours For:

Contact Phone #/Email for Case Worker:

Group Coordinator/Teacher's Name:

What charge/conviction is the reason you are ordered to perform service hours?

Contact Phone #/Email for Group Coordinator/Teacher:

Total Hours You Need to Complete at IndyHumane _____
 Date you are able to start performing service? _____
 Date by which hours need to be completed? _____
 Date Confirmation Letter is Needed _____

We are able to accommodate service hours 7 days a week in between the hours of 8:30-4pm at 2-6 hour intervals/day.

Please mark days & times you are available to perform your service hours. The hours you submit will be used to determine your weekly schedule until your hours are completed.

	Time Available
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Volunteer Release:

I hereby fully and forever release and discharge the Humane Society of Indianapolis, its agents, employees, directors, officers and liability insurance carriers, from all actions, damages or judgments which I have now or in the future against the Humane Society of Indianapolis, for all personal injuries to myself, known or unknown, and/or arising out of activities of myself as a Volunteer of the Humane Society of Indianapolis.

I, the undersigned, have read this release and understand all of its terms and I execute it voluntarily and with full knowledge of its significance.

Photo Release:

I hereby give permission to the Humane Society of Indianapolis to use, without furnishing any consideration therefore, any photographs or videotape footage taken of me while volunteering, for the purpose of advertising, publicity, or public relations.

 Signature Date

 Parent/Guardian Signature (Parental signature needed for minors) Date

Applications sent in via email: Typing your name in the signature spots acts as your signature.

Thank you for your interest in completing your service hours at IndyHumane.
 Upon receipt of your application, you will receive a confirmation email that will include information on the next steps.

Medical/Emergency Information

You should record any information you believe is important for IndyHumane to be aware of in case of an emergency.

Volunteer Name (Please Print Neatly)

Primary Emergency Contact: (Required)

Full Name

Relationship to You

Contact Phone Number Home Cell Other

Alternate Contact Phone Number Home Cell Other

Secondary Emergency Contact: (Optional)

Full Name

Relationship to You

Contact Phone Number Home Cell Other

Alternate Contact Phone Number Home Cell Other

Do you have medical conditions/allergies that IndyHumane needs to be aware of? If so, please explain:

Are you currently taking any medications? If so, please list:
