



Animal Care and Adoption Center (ACAC)  
Youth Volunteer Learning Program  
**HELP-Humane Enrichment Learning Program**

The mission of **HELP** is to give hands-on experience with the environment of shelter animals while learning an awareness of humane issues.

This volunteer program is ... (please check all that apply to your needs)

- For young people who love animals and wish to improve their quality of life.
- For young people looking to make a difference in their community.
- For students who need to fulfill community service hours as part of a church, youth, or school program.

**Applicant:**

I am applying for the Humane Enrichment Learning Program (**HELP**) and I am between the ages of 15-17.

Date of Application:					
Name:					
Age:	Date of Birth:				
Address:					
	City		State		Zip
Emergency Contact Name:		Phone #			
Home Phone #		Alternative Phone #			
School	Email Address				

Should we need to contact you, when is the best day and time to call you?

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**Please answer the following questions:**

1- Do you have any pets in your household now?      Yes \_\_\_ No \_\_\_

2- If you answered yes, please complete below (list each pet separately):

Dog	Cat	Other	Age	Spayed/Neutered?	Dog-Breed?	Cat- Kept Inside, Outside or Both?

3- What experience have you had with animals that would be helpful in our shelter?

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4- Please list any other skills or resources you may have that may benefit **HELP** and/or that may aid in your success with this program:

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The Virginia Beach Animal Care and Adoption Center (ACAC) is an open admission shelter, meaning that the shelter impounds animals in various conditions and with varied temperaments. Euthanasia is a last resort but is sometimes necessary. Can you accept the fact that some animals will not survive or may have to be euthanized (put to sleep), and that this decision is up to the staff of the ACAC? \_\_\_Yes \_\_\_ No

**I am willing to volunteer for the following activities:**

(Check all that apply)

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- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1- <b><u>Dog Walker:</u></b> Assist in the socialization of dogs available for adoption by walking them in a specified area. Volunteers are encouraged to interact with dogs by talking, brushing, and playful contact.  |
| <input type="checkbox"/> | 2- <b><u>Kennel Assistant:</u></b> Assist caretakers with duties associated with animal care, such as cleaning cages, filling water bowls, and taking animals out of cages to visit with potential adopters. This job also includes routine maintenance, such as laundry, washing food pans, sweeping, etc.  |
| <input type="checkbox"/> | 3- <b><u>Grooming Assistant:</u></b> Assist caretakers with the grooming of animals at the shelter. Duties include brushing and/or bathing animals, clipping nails and other tasks related to the upkeep of an animal.   |
| <input type="checkbox"/> | 4- <b><u>Cat Socialization:</u></b> Assist in the socialization of cats available for adoption by handling, brushing, speaking softly, and playful contact. Duties also include spot cleaning cages, replacing water, and cleaning litter boxes throughout the day.  |
| <input type="checkbox"/> | 5- <b><u>Small Mammal Assistant:</u></b> Assist caretakers with duties associated with rabbits, guinea pigs, hamsters, and other small mammals. Duties include spot cleaning cages, replenishing water and hay and sweeping around cages. Volunteer also interacts with the public and must have prior experience with small mammals.                                      |
| <input type="checkbox"/> | 6- <b><u>Front Office Assistant:</u></b> Assist the front office staff with such duties as answering phones, filing animal records, and assisting citizens at the counter with questions regarding adoption policies and other animal issues.  |
| <input type="checkbox"/> | 7- <b><u>Events/Tours Assistant:</u></b> Assist the Volunteer Services Coordinator with guided tours of the Shelter. Duties include providing groups of all ages and numbers with detailed information about the Animal Care and Adoption Center, as well as acting as a representative of ACAC at public events. Volunteers with extroverted personalities are preferred. |
| <input type="checkbox"/> | 8- <b><u>Adoption Counselor:</u></b> Assist in the adoption counseling process. Duties include reviewing personality profiles of animals in the Shelter and providing input to the _____ with the goal of properly matching a citizen with a specific animal. Must have good communication skills.   |
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### **General Conduct**

Volunteers shall be governed by the ordinary and reasonable rules of good conduct and behavior, and as such, will not commit any act that would bring reproach or discredit upon the Virginia Beach Animal Care and Adoption Center or the Animal Enforcement Unit.



- **Courtesy:** Volunteers will be courteous, civil and respectful toward each other and toward all persons having business with the Shelter on all occasions, including personal and telephone contact.
- **Language:** Volunteers will not use inappropriate or insolent language to any employee, volunteer, or visitor of the Shelter.
- **Honesty:** Volunteers will be honest in their dealings with the public and with those involved with the Virginia Beach Animal Care and Adoption Center or the Animal Enforcement Unit.

### **Reasons for Termination of Agreement**

- Cruelty to any animal.
- Gross insubordination, which is the outright refusal to follow directions or obey legitimate orders of supervisors.
- Failure to follow procedures.
- Failure to report problems that may be detrimental to the Virginia Beach Animal Care and Adoption Center or the Animal Enforcement Unit.
- Willful abuse of the building or equipment.
- Threats, intimidation, coercion or interference with employees or volunteers.
- Incompetence or inefficiency where the welfare of an animal, volunteer, staff member, or member of the public is jeopardized.
- Use, sale, and/or purchase of drugs or alcohol.
- Theft or other dishonest acts.
- Failure to report accidents, conflicts or injuries.
- Failure to adhere to privacy policies.



**Parental or Guardian Authorization**  
(Retained by ACAC)

Name of Parent or Guardian:			
Address:			
	City	State	Zip
Home Phone #	Alternative Phone #		
Emergency Contact (name & relation):		Home Phone # Alternative Phone #	

I, \_\_\_\_\_, hereby give my child, \_\_\_\_\_, permission to volunteer with the Virginia Beach Animal Care and Adoption Center. I understand that my child will be working directly with animals, and assume all risks on behalf of my child, associated with such animal contact.

I understand that my child may be exposed to a scratch or bite, which shall require a 10-day quarantine of the animal involved, to test for rabies. I agree to indemnify and hold harmless the City of Virginia Beach, its agents, volunteers, servants, employees and officials from and against any liability resulting from any claim resulting from my child's participation in this program.

By signing below, I am certifying that I am a person lawfully authorized to execute this document.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Photographic Release Approval**

My signature below grants permission to the Virginia Beach Animal Care and Adoption Center, their agents, or assignees, the right to use all photos, videos, and/or audio clips taken of the child named below (and on page 1 of this document). These photos, videos, and/or audio clips may be used for promotional brochures, promotions or showcase of programs on our web sites, showcase of activities in local newspapers, and other not for profit purposes.

By signing below, I also certify that I am a person lawfully authorized to grant such permission

Name of Child:			
Address of Child:			
Address of Parent/Guardian:			
Signature of Parent/Guardian:		Date:	