



HUMANE ANIMAL RESCUE TEAM  
P.O. Box 153293  
Irving Texas 75015-3293  
(214) 332-9535 voicemail  
[www.HartofTexas.org](http://www.HartofTexas.org)  
[rescueteam@HartofTexas.org](mailto:rescueteam@HartofTexas.org)

## What Can I Do To Help?

### 1. Work at Adopt-A-Pet (AAP) Locations

Volunteers are needed to help set up cages at mobile adoptions, make sure that the dogs are walked, all animals have fresh water, each animal has a cage card, and talk to prospective adopters about the animals. At the end of the adoption event, the cages need to be folded up and re-loaded into the trailer, bedding and bowls put away, cage cards put away and animals loaded back into the foster parents vehicles for transport back home. Some people prefer to work with the dogs and others with cats and some love both – you may choose what YOU want to do. If you can only stay for an hour or two rather than the entire time – we will appreciate any help you can give. If certain locations are more convenient – or some are impossible for you to attend – you can choose where and when you want to help – but once committed we count on your presence. If something comes up that you can not come, please contact the volunteer coordinator as soon as possible.

### 2. Foster Animals

We depend on foster homes to care for the animals we rescue, so the more homes we have the more we can rescue. If you are interested in fostering either dogs or cats (or both!) ask for more information about fostering. HART provides the medical care needed by the animals (tests, vaccinations, spay/neuter) and can assist with food. The foster parent is expected to provide a loving temporary home for the pet and to transport it to an AAP event a minimum of twice a month to display them for adoption. If the pet is not adopted, the foster parent will need to take it back home until the next event and to keep it until it is adopted. Fosters can decide what locations will be most convenient for them to take the animal to, and will be contacted regularly by a coordinator to make sure any questions are answered and that plans are made to display the pets.

### 3. Make Telephone Calls

Planning AAP events requires making phone calls to volunteers, foster parents and pet stores – all of which can be done at different times of day or evening. If you can help on a regular basis, we can train new volunteers in making calls to organize the events or even returning some calls made to our voice mail.

### 4. Transport Animals to Veterinarian's Office

Animals which are rescued from pounds must be picked up by authorized volunteers and transported to the vet's offices (in different locations) for testing and vaccinations prior to being placed in a foster home. This needs to be done during the weekdays either mornings or afternoons. Since many of our volunteers have full time day jobs we need volunteers who have time during the day to help with this task.

### 5. Use Computer to Make Signs, Use Copy Machine to Copy Forms and Brochures

Skills such as typing, word processing, using computer programs to generate forms, reports and brochures are needed. These are tasks which can be done as time permits as there are usually not deadlines which must be met. Making signs, banners, posters or displays are needed on an intermittent basis and do not require great artistic talent.

### 6. OTHER

Volunteers are needed to assist in many other ways such as public relations, fund raising events, washing pet bedding after an AAP, taking photographs, making copies of forms, - everything from the mundane to once a year things. We are always looking for fresh ideas and new help. We have a monthly meeting the second Tuesday of every month, everybody is welcome!

**What we do takes a tremendous amount of time and effort, so don't forget that even the smallest amount of time can be a HUGE help. So little time can mean SO much!**



# VOLUNTEER APPLICATION

HUMANE ANIMAL RESCUE TEAM  
 P.O. Box 153293  
 Irving Texas 75015-3293  
 (214) 332-9535 voicemail  
 (866) 285-0947 fax  
[www.HartofTexas.org](http://www.HartofTexas.org)  
[rescueteam@HartofTexas.org](mailto:rescueteam@HartofTexas.org)

Thank you for your interest in the HART Volunteer Program. The mission of HART is:

- ♥ To rescue adoptable animals from being destroyed
- ♥ To seek suitable, caring homes for animals without owners
- ♥ To promote spay and neuter of companion animals
- ♥ To maintain a program of education for the humane treatment and prevention of cruelty to all animals

Without volunteers we cannot accomplish or further this mission. All volunteers are required to be 18 years of age or older. If you are between 14-18, you may volunteer if your parent or legal guardian signs a parental consent and release and you follow the guidelines to be a Junior Volunteer. If you are under the age of 14, you may volunteer if your parent or legal guardian becomes a volunteer and attends with you. Teens will have limited volunteer responsibilities. We also ask that you make a three-month commitment to volunteer at least five hours per month.

Please complete and return this volunteer application to HART. Upon review of your application, you will receive instructions and orientation information. You will be required to attend a volunteer orientation where you will learn more about HART. Certain volunteer jobs require additional training.

At the time of the orientation, each new volunteer will be asked to make a commitment to serve at least four hours per month. If you would like to have a HART T-shirt, please indicate preferred size so we can try to have one ready that day. (All shirts are \$8.00 each) Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ -Large \_\_\_\_\_ XX Large \_\_\_\_\_

If you have any questions, please contact HART at (214) 332-9535. Thanks for your interest and support.

PERSONAL DATA				
Name		DOB / /	Home Phone # ( )	Cell Phone # ( )
Home Address		Apt #	City	State   Zip code
Employer	Work Phone # ( )		Drivers License #	State
Position		Emergency Contact		Phone # ( )
E-Mail Address		Relationship		Alternate Phone # ( )
Other than the fact that you love animals, why do you want to be a volunteer for HART? _____				
Do you enjoy other volunteer activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what activities and with what organization?				
Have you had prior experience with a rescue group, animal shelter or related field organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what organization?				
Are you a current member of HART or any other animal welfare/rights organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what organization?				
Do you prefer working with <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> Both				
Volunteering with HART is not only animal related; it also involves contact with the general public. What are your feelings about interacting with all types of people? _____				
What personal skills would you like to use while volunteering with HART?				

Are there any skills you would like to learn while volunteering with HART?  Yes  No If yes, what are these skills?

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Are there tasks would you like never to be asked to do as a volunteer?  Yes  No If yes, what are these tasks?

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There are occasionally instances when an animal may be termed “unadoptable” and have to be euthanized due to behavior or illness. How do you feel about this? \_\_\_\_\_

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Do you have any physical, medical or psychological limitations, disabilities or allergies?  Yes  No If yes, what are these limitations?

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For your protection, it is important that you carry current medical insurance. Do you carry medical insurance?  Yes  No  
Date of last tetanus shot?

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Do you have pets of your own currently?  Yes  No If yes, tell us about them \_\_\_\_\_

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Have you ever adopted an animal from HART or other organization?  Yes  No If yes, which organization?

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Have you ever been convicted of a misdemeanor / felony?  Yes  No If yes, please explain?

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Are you requesting volunteer hours as part of a court-ordered community service?  Yes  No If yes, how many hours are needed?

**HART has many different volunteer opportunities. Please indicate as many duties as you can help us with.**

**\* Indicates special orientation needed.**

**Mobile Adoptions**

- Set up / take down cages at mobile adoptions
- Walking dogs and keeping cages clean
- Playing with kitties while keeping cages clean
- Adoption Counselor \*
- Completing adoption paperwork \*
- Washing animal bedding from mobile adoptions
- Washing bowls from mobile adoptions
- Other

**Fundraising: working at special events**

- Garage Sale
- HART and Sole Dog Walk and Fun Run
- Silent Auction
- Donation Canisters
- Car wash
- Dog wash
- Santa Pictures (Santa and elves)
- Golf Tournament
- Bake Sale
- Microchip Clinic
- Haunted House
- Kitten / Puppy Shower
- Crafty Cats (sewing projects)

**Direct Animal Care**

- Dog foster care \*
- Cat foster care \*
- Transporting animals to vet or mobile adoption
- Care for cats at Luv-a-Pet Center (Petsmart)\*

**Administrative Help**

- Calling volunteers
- Follow up phone calls or e-mails to adopters
- Using copier for printed materials
- Data entry (use of Excel / Access)
- Writing / printing brochures and publications
- Keeping scrapbooks / historical information
- Organizing fundraising events
- Serving on committees
- Taking photographs
- Public speaking (groups, service clubs, etc)
- Visiting pounds / shelters
- Making signs / banners for special events
- Marketing

**VOLUNTEER AGREEMENT**

I, \_\_\_\_\_, hereby agree to accept a position as a volunteer for the Humane Animal Rescue Team (herein after referred to as HART). I understand that the term VOLUNTARY means the way in which actions or services are rendered to HART. Such actions or services are rendered to HART with generous and charitable motives. HART will incur NO liability whatsoever to anyone who performs voluntary actions or services. I understand the term VOLUNTEER means a person who freely chooses and renders services to HART in a voluntary capacity.

1. I fully understand and agree that my services are provided strictly in a VOLUNTEER capacity.
2. I fully understand and agree that I am providing services to HART strictly as a VOLUNTEER.
3. I fully understand that HART handles animals of unknown temperament. I agree to hold HART harmless of any injury(s) or disease(s) that I might sustain from handling animals during the course of my volunteer duties.
4. I fully understand and agree to assume all risks involved in any and all duties that I perform for HART. Such duties may consist of, but are not limited to, animal handling, lifting heavy objects, cage maintenance and other foreseeable duties.
5. I agree to familiarize myself with HART polices and procedures. I will comply with both the letter and spirit of these procedures.
6. I fully understand that HART expects high standards of moral and ethical treatment of animals under its care. I agree to strictly adhere to these standards in my volunteer capacity with HART.
7. I fully understand and agree that either for failure to fully comply with any and all of the obligations outlined in this Volunteer Agreement, or for any reason whatsoever, while performing my voluntary services to HART in a voluntary capacity, HART at its sole discretion, may immediately terminate my volunteer services.

Volunteer Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE & WAIVER**

1. I agree to release, discharge, indemnify and hold the Humane Animal Rescue Team (HART) harmless for any and all damage to my personal property while performing as a VOLUNTEER in VOLUNTEER CAPACITY any and all duties for HART.
2. I understand that in handling animals for HART in a VOLUNTEER CAPACITY there exists a risk of injury or sickness, including personal injury or harm. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless the Humane Animal Rescue Team (HART), its agents, officers and directors from any and all claims, causes of actions or demands, of any nature or cause connected with my Volunteer Agreement. This might include connection with my VOLUNTEER services based on damages that may be incurred or sustained by me in any way. Such damages might include, but are not limited to animal bites, accidents, injuries and personal property damage.
3. I understand that public relations are an important of volunteering with HART. I agree, therefore, on behalf of myself, my heirs, personal representatives and executors to allow HART to use any photograph or video recording taken of me for use in public relations efforts. Any photographic or video images that I produce, in a VOLUNTARY CAPACITY, will become the sole property of HART and as such, they may use them in any way they see fit. HART will use reasonable efforts to notify me but such notification is not a condition of use under the auspices of HART.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THE FORGOING VOLUNTEER AGREEMENT AND RELEASE AND THAT I WILL COMPLY WITH THE SAME.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT OR LEGAL GUARDIAN OF VOLUNTEERS UNDER THE AGE OF 18**

As a parent or legal guardian of the above named volunteer, I hereby give my consent to allow my child/ward to perform volunteer services for the Humane Animal Rescue Team (HART) as described in the Volunteer Agreement, Volunteer Application, and Release: and I fully understand and agree to all terms and conditions as set out in the above mentioned articles, and have, to the best of my ability, explained them to my child/ward. I have paid particular attention to the Release section herein.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_