



## VOLUNTEER APPLICATION

### PERSONAL INFORMATION

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MAILING ADDRESS, IF DIFFERENT: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF YEARS IN SANTA FE: \_\_\_\_\_

LEVEL OF EDUCATION: \_\_\_\_\_

**ON BEING A VOLLUNTEER AT ASSISTANCE DOGS OF THE WEST** (if needed, use back of sheet)

Why do you want to volunteer with Assistance Dogs of the West?

What experience and skills do you have that you would like to use in a voluntary capacity with Assistance Dogs of the West?

What relevant special courses or training have you taken, if any, to prepare you to volunteer with Assistance Dogs of the West?

Do you have any experience working with dogs? If yes, please describe.

Do you have any experience in working with people with developmental disabilities? If yes, please describe.

What is your volunteer experience? Please list the organization(s) and the volunteer work you did at each organization(s).

### **VOLUNTEER OPPORTUNITIES:**

**ADW Office Administrative/Clerical/Dog Assistance:** prepare information packets for potential clients; write stories/take photos for the newsletter/website/Facebook page; large event organization, e.g. Graduation; help with year-end correspondence; filing, shredding, setting up electronic mailings; assisting with dogs at the office, e.g. grooming, play groups, transporting dogs.

**Puppy Raisers** (the dogs are between 6 months to 1 year old): Puppy Raisers should be committed to the process as they provide valuable service for the dogs and ADW by reinforcing the trainings and providing different experiences. Puppy Raisers can be full time, weekends only or respite; Puppy Raisers must participate in introductory Puppy Raiser classes (1 hour/week for 8 – 12 weeks); Puppy Raisers learn Assistance Dogs of the West cues; Once you have gained the experience and skill to take a dog home, you will be matched with the appropriate dog; You can then have the dog in the home for bonding, socialization and to have new experiences; Puppy Raisers must participate in 90% of the advanced Puppy Raiser classes (1 hour/week while the dog is in the home);

Public Access – The Puppy Raiser must gain the skills to pass the public access test. These skills are taught in the advanced classes.

Puppy Raisers will complete all ADW required documentation. Puppy Raisers must be able to provide crate, leash, food, treats/treat bag, grooming kit; must have a fenced yard.

Weekend Puppy Raisers will pick up their dog on Thursday after class and will return the dog to the ADW office on Monday morning.

Full time Puppy Raisers will be required to participate in a set, consistent training schedule during the week. Full time Puppy Raiser privilege is determined by ADW staff and passing of the Public Access Test. Full time Puppy Raisers also attend the advanced Puppy Raiser classes (1 hour/week while the dog is in the home).

Must be at least 18 years old.

**Puppy Sitters** (puppies from birth to 16 weeks): The puppies change significantly during this time so the responsibilities will change as they grow. Ensure the health, wellness and safety of the mother and the puppies; monitor feeding/rotation of the puppies; monitor the temperature of the whelping box; snuggle and cuddle the puppies after they are 2 weeks old; learn ADW Cues; clean puppy area; feed mother dog and puppies; walk mother dog; keep water refreshed; read daily log and document activities during the shift, noting behavioral changes; be on time to relieve ADW staff or volunteers; may support Sunrise Springs with overnight coverage. When the pups reach approximately 12 weeks, Volunteers will be required to attend training classes conducted by our professional trainers. This will provide the skills needed to support the training of the pups as they get older.

**Partner with Youth Board:** develop business partners; mentor new clients in first few months of getting a dog; participate in dog training with youth board member; participate in community events

**Fundraising:** liaison with new donors, foundations;

**Marketing/Public Relations:** run an informational donation table at community events; get your children involved and host a bake sale, educate your customers on where the monies are going and why; host an event, such as a cocktail party, at your home or business to introduce your family and friends to ADW; have your business sponsor a dog in their graduation year, the chosen canine will wear your company logo on their vest wherever they go in the community and make frequent stops to your business; open a conversation between ADW and your financial advisor. Develop allies in the financial community to promote ADW to their clients interested in making charitable contributions and estate bequests.

**Volunteer Expertise:** Special training that a volunteer could offer to Assistance Dogs of the West, e.g. CPR Trainer, Accountant, Photographer, Writer

**REQUIREMENTS:**

All volunteers must participate in Volunteer Orientation and other training classes specific to the volunteer activity.

Volunteers working with the dogs must be able to lift 20 – 50 pounds and must be able to bend and stoop.

Drivers – if you will be transporting dogs, please provide the following:

State issuing Driver’s License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Driver’s License # \_\_\_\_\_

Please list any limitations you have that could affect your ability to volunteer with Assistance Dogs of the West.

**VOLUNTEER PREFERENCES AND AVAILABILITY:**

What days are you available to volunteer? \_\_\_\_\_

What hours are you available to volunteer? \_\_\_\_\_

**From the descriptions above, please tell us how you would like to volunteer with Assistance Dogs of the West.**

**ANY ADDITIONAL COMMENTS AND INFORMATION YOU WOULD LIKE US TO KNOW:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_