



## VOLUNTEER APPLICATION

### PERSONAL INFORMATION

**NAME:**

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**STREET ADDRESS:**

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

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

**MAILING ADDRESS, IF DIFFERENT:**

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**PERSON TO NOTIFY IN CASE OF AN EMERGENCY** \_\_\_\_\_

**CELL PHONE** \_\_\_\_\_

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

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

**ON BEING A VOLUNTEER 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 (must be at least 18 years old):**

**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 Assistance Dogs of the West (ADW) by reinforcing the trainings and providing different experiences. Puppy Raisers can be Full time, Part Time or Respite. A home visit will be conducted prior to starting the Puppy Raiser class; Puppy Raisers must participate in introductory Puppy Raiser classes (8 to 12 total training hours); Puppy Raisers learn ADW 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). It is recommended that Puppy Raisers participate in Rail Trail Walks to gain dog handling skills.

Public Access -- the Puppy Raiser must gain the skills to pass the Public Access Test (PAT). These skills are taught in the advanced classes. Puppy Raisers that pass the PAT with their dog must participate in ongoing training for one hour, twice a month while the dog is in the home. You must pass the PAT with each dog that you raise.

Puppy Raisers will complete all ADW required documentation. Puppy Raisers must be able to provide crate, leash, food, treats/treat bag, grooming kit; and must have a fenced yard (5 ft. to 6 ft.).

**Part Time Puppy Raisers** will attend Advanced Puppy Raiser class (day/time to be determined). Part Time Puppy Raisers will pick up the dog between 3:00 and 3:30 on Thursdays at the ADW office. The Puppy Raiser will return the dog to the ADW office on Monday morning between 8:30 and 9:00 am.

**Full Time Puppy Raisers** will pick their dog up between 3:00 and 3:30 at the ADW office Monday through Thursday on Trainer designated days. Full Time Puppy Raisers will drop their dog off between 8:30 and 9:00 at the ADW office Monday through Thursday on the designated days. Full Time Puppy Raisers will have the dog in their home through the weekend.

Puppy Raisers will feed their dogs breakfast and dinner.

**Puppy Sitters** (puppies from birth to 16 weeks): Ensure the health, wellness and safety of the mother and the puppies at the ADW Puppy Enrichment Center (PEC); monitor feeding/rotation of the puppies; monitor the temperature of the whelping box; gently 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; housekeeping duties that may include laundry, keeping studio and pen clean; be on time to relieve ADW staff and/or volunteers; may support PEC with overnight coverage.

The puppies change significantly during this time so the responsibilities will change as they grow. The following are guidelines of volunteer duties for the development stages for the pups. Puppy Sitters will be provided with a PEC Volunteer Protocol Manual for each stage of pup development:

**Birth to three weeks** – more observation and intensive monitoring of the pups; little handling of the pups; ensuring pups are properly feeding; significant amount of note taking and record keeping.

**Three to eight weeks** – there are many changes for the puppies; pups are moving around a lot and are engaging with Mom, siblings and humans; continued observation and monitoring; teething begins; pups move to larger pen; volunteers are responsible for feeding; litter box cleanup.

**Eight to twelve weeks** – more challenging, complex expectations for volunteers; managing to puppy behavior (teething, jumping, gate crashing); feeding pups individually.

**Twelve to sixteen weeks** – volunteers are required to attend Advanced Volunteer Training classes conducted by ADW professional trainers. This will provide the skills needed to support the training of the pups as they get older; more intensive task training; higher expectations for pups and volunteers; socialization period is closing and pups are bigger and stronger, approaching adolescence. It is recommended that Puppy Sitters participate in Rail Trail Walks to gain dog handling skills.

**Dog Snuggles/Grooming:** Work with dogs 16 weeks and older at the ADW training center. One hour per day in the afternoon, four days per week. Snuggle with the dogs and give them one on one attention. This will include grooming and working with the dogs on mental games/dog puzzles. A Trainer will assign the dogs and supplies will be set aside for the volunteer.

**Rail Trail Walks:** Work with dogs 16 weeks and older at the ADW training center. One hour in the morning twice a week. Hour will change seasonally and days of the week may vary based on Trainer and dog availability. ADW Trainers will lead volunteers on walks on the rail trail. Volunteers will be trained on proper dog handling protocols. Once volunteers become proficient with walking the dogs, they will take a dog for a walk on their own. The Trainer will assign dogs to the volunteers. Volunteers will bring their own leash and treat bag. Volunteers will complete an online Volunteer Feedback form after each walk.

### **Hiking With an ADW Canine**

This program allows Volunteers with proper training to take adult dogs out for hikes and walks in order to exercise the dog, and provide companionship to the Volunteer. Volunteers will be able to take dogs on Tuesdays, Thursdays and Saturdays. Volunteers will sign up for shifts that start at 8:30 am and will return the dog no later than 1:30 pm. Hikers will provide their own long line leash (no longer than 15 feet) and treat bag. ADW will provide a back pack with necessary supplies that includes emergency contact information. Hikers must participate in two 1 1/2-hour training sessions in order to participate. Hikers will call the office number when they arrive and a Trainer will bring out the dog.

**Vet Transport:** Accompany ADW staff on veterinary appointments to handle the dogs in the lobby.

**Outside Training Yard Activities – weather permitting:** Participate with an ADW Trainer at the ADW Training Center in outdoor exercise activities with the dogs, i.e., up and over equipment, fitness equipment, tunnels, exercise equipment.

**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 that work with the dogs must be able to stand, bend, stoop, kneel, crouch and perform a variety of physical motions with hands, arms and legs and be able to lift 20 – 50 pounds in order to care for ADW dogs and pups.

Assistance Dogs of the West Volunteers are not covered by ADW liability Insurance.

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.

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**VOLUNTEER PREFERENCES & 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 ADW:**

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

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