

HSCI Volunteer Information

Volunteer Hours - Must sign up in advance using Sign-Up Genius (no walk ins)

- Mondays: 8:00 am - 12:00 pm & 4:00 - 5:45 pm
- Tuesdays: 8:00 am - 12:00 pm & 4:00 - 6:30 pm
- Wednesdays - Friday: 8:00 am - 12:00 pm & 4:00 - 6:00 pm
- Saturdays, Sundays, & Holidays: 7:00 am - 5:45 pm

Volunteer Tags - Please wear tags at all times! We want to know your names/faces.

Sign-in Book - All volunteers must sign in and out each time they visit.

Volunteer Area - Located behind the office area. Only staff is allowed in the office area, however because the two areas are connected please be respectful in your words and actions seeing as the staff and public may hear them. Volunteers are also more than welcome to use the break table!

Staff - You can identify staff by their uniforms. All staff wear scrub tops. Get to know them, they are GREAT resources.

Attire - Volunteers must wear close-toed footwear. Wear clothes you aren't worried about getting dirty or bleach-stained!

Coats & Personal Items - For outwear: there is a coat rack by the volunteer desk. Please leave personal items (especially cell phones, purses) in your car or at home. HSCI is not responsible for anything lost or stolen.

Age Regulations - To volunteer unsupervised, you must be 18+ years. Children 8 - 17 years of age can volunteer with a parent or guardian who has also completed the Volunteer Class. Both the child and the parent/guardian must work together at all times while at the shelter.

State Farm Grant - The Good Neighbor Grant- State Farm employed volunteers need to volunteer 40+ hours to receive the grant. There is a separate sign-in book with more information.

Restricted Areas - These areas are located in the center hallways and are clearly marked as staff-only areas. These areas are restricted to protect the health of *animals and humans*.

Tasks - Check volunteer whiteboards in the volunteer area and the website for volunteering opportunities!

Recycling - Plastic bottles/glass: bins in hallway leading into Office area. Aluminum cans: near east-side entry.

Showing Pets - Staff shows animals to potential adopters. If you are approached about available pets, please locate an adoption team member for assistance.

Consistency - We recommend volunteers choose a weekly time to visit. A commitment of 4 hours a month is the minimum we ask. Please check out Sign Up Genius on our website as another way to volunteer for activities.

Procedures - In the best interest of our pets, any volunteer failing to follow our procedures or being disruptive to others may be re-assigned to another task or asked to leave and volunteer contract may be terminated.

Pet Waste - Dog waste should be picked up immediately and disposed of properly in the outdoor receptacles. Cat waste should be removed daily and disposed of properly.

Feeding - ONLY Animal Care Staff feed the animals here at HSCI.

Other - If you do not feel comfortable with animal handling there are other ways to donate your time. Please ask a staff member for more information.

**** The most important thing is to remember why you are here- for the animals. Remain open-minded, be safe and have fun!***

Thank you for being here!
(309) 451-1000
<http://www.hscipets.org>



Humane Society of Central Illinois
423 Kays Drive, Normal, IL 61761
Phone: (309) 451-1000 *Fax: (309) 451-1834

**Humane Society of Central Illinois
Volunteer Waiver of Liability**

I, _____, hereby agree to accept a position as a volunteer worker for the Humane Society of Central Illinois, (herein after referred to as the "Society"), and, in doing so, I agree to comply with all of the rules and regulations which may be established from time to time by the Society, including that all volunteers under age 18 must be accompanied by a parent/guardian at volunteer training and each and every time they volunteer. I acknowledge that my services are provided strictly on a volunteer basis, without any pay or compensation of any kind, and without liability of any nature on behalf of the Society. All services will be performed at my own risk. I recognize that, in handling animals and performing other volunteer tasks, there exists a risk of injury, including physical harm caused by the animals. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify, and hold harmless the Society, its agents, volunteers, and employees from any and all claims, causes of action, or demands, or any nature or cause, including costs and attorney's fees incurred by the Society in connection with the same, based on damages or injuries which may be incurred or sustained by me in any way connected with my services for the Society, including, but not limited, to animal bites, accidents, or injuries. I also agree not to willfully disclose information on the Society's donors, adopters, animals or any other confidential and proprietary information to people outside of the Society. I authorize The Humane Society of Central Illinois to use my likeness in a photograph in any and all forms and media, including but not limited to publications, brochures, websites, exhibitions, digital media, social media such as Facebook, and any other printed or digital publications. This agreement shall take effect commencing on:

(Date)

(Signature of Volunteer)

If ages 8 - 17 years, a parent/guardian signature is required:

(Parent/Guardian Signature)

Contact Information

Volunteer Name (Please print) _____ Date of Birth _____

Legal Guardian Name & Relationship (if applicable) _____ & _____

Street Address (including City, State, and Zip _____)

Primary Phone _____

Personal E-mail _____

Employer/Name of School _____

Please send me information (email) on shelter events. Yes No

Current or retired State Farm employee? Yes No

Date of Training Class _____

Those younger than 18 must be accompanied by a parent at volunteer training and each and every time they volunteer.