



Dear Prospective Volunteer:

Thank you for your interest in the volunteer program of the *Society for the Prevention of Cruelty to Animals Los Angeles*. We are looking for dedicated individuals 17 or over who can make a one year commitment of 8 hours a month to help the many abused and unwanted animals in our care (Due to the overwhelming number of requests and training demands, we can no longer accommodate school or college students who are required to fulfill short-term community service hours, unless they are willing to do Administrative Assistance work only at our Los Angeles office - working for the animals, not *with* the animals).

Youth volunteers, ages 12-16, must be accompanied by a parent or guardian at all times. The parent must also be trained as a volunteer, and supervise their children at all times. This includes volunteer orientations and trainings. Parental or guardian supervision ensures the safety of your children as well as of the shelter animals. In positions that involve handling dogs, the adult must hold the leash at all times.

Before you can begin your work as a volunteer, you must first complete a volunteer application and attend our training class for new volunteers. This class will familiarize you with our organization's volunteer policies and help prepare you for your work with spcaLA. This is a general orientation for all new volunteers. Volunteer orientations are held approximately every four weeks. You will receive an email or letter informing you of the next available dates after you have returned your application. Volunteers who want to work with shelter dogs/puppies will be required to have animal handling experience prior to attending our hands on animal training class (H.E.A.L.). Each new volunteer will receive a photo I.D. badge and apron after completing the required training.

Please complete the enclosed application and return it to my attention at 5026 W. Jefferson Blvd., LA, CA 90016.

Thank you for your willingness to help. I look forward to hearing from you.

Yours sincerely,

Mark Cirillo  
Volunteer Coordinator  
(323) 730-5300 ext. 255  
[mcirillo@spcala.com](mailto:mcirillo@spcala.com)  
[www.spcala.com](http://www.spcala.com)



## 8 Steps to Becoming a spcaLA Volunteer

1. You must have prior experience handling dogs and cats
2. You must be a dedicated individual over 17 years of age
3. Be willing to make a one-year commitment of 8 hours a month minimum
4. Complete volunteer application
5. Attend one Volunteer Orientation Class (a 4 hour class held every 4 weeks)
6. Complete Animal Handling Class (a 6 hour class limited to 20 people held every 6 weeks)
7. Decide which facility to volunteer
8. Begin helping the many abused and unwanted animals in our care

## About the Organization

The Society for the Prevention of Cruelty to Animals Los Angeles is a California nonprofit(501-C3) Public Benefit Corporation incorporated under the laws of the state of California. It is not a government department, branch of any government bureau, a subdivision or any part of any other charitable organization. A charter and bylaws designate its purposes and objectives. The board of directors serve as volunteers and receive no financial compensation for their time and effort. The property is held in trust and belongs to no single person.

## Mission Statement

spcaLA is dedicated to the prevention of cruelty to animals through Education, Law Enforcement, Intervention and Advocacy. spcaLA believes that animals, as living creatures, have value beyond economic measurement, and are entitled to legal, moral and ethical consideration and protection.



## Before Volunteering: Some Things to Consider

Volunteering can have a positive effect on your community AND yourself. But before you make the decision to create the time to volunteer, stop and ask yourself a few important questions.

- Do I have any previous/current volunteer experience or will this be my first experience volunteering?
- Do I have skills that could be used by spcaLA?
- Would I like to learn new skills, and am I willing to take the time to learn them?
- Do I enjoy interacting with people? Am I friendly and outgoing?
- Why am I interested in volunteering at the spcaLA? What do I know about the spcaLA's services and programs?
- Do I accept the philosophy of the spcaLA regarding its animal receiving, adoption, spay/neuter, declawing, and euthanasia policies?
- Do I want to work directly with animals? Am I comfortable handling dogs, cats, puppies and kittens of all sizes, ages and personalities?
- Do I have any allergies or conditions that I should consider before working directly with the animals?
- Would I prefer to volunteer directly at the shelter or to volunteer in the community with animals? Or would I prefer to support the spcaLA's work "behind the scenes," helping with other tasks?
- Can I commit to being a volunteer on a consistent basis for at least 1 year? Are there personal or professional obligations that would routinely be a barrier to being able to commit to my volunteer responsibilities?



<i>Office Use Only</i>
Received:
Contacted:
email mail phone
Orientation:

## Adult Volunteer Application

Please complete & return to the VOLUNTEER SERVICES DEPARTMENT at  
5026 W. JEFFERSON BLVD., LOS ANGELES, CA 90016

When filling out this application: Please print clearly and remember to include your information in- full.  
The e-mail address you check daily is necessary because most communications are done through e-mail.

NAME: \_\_\_\_\_ BIRTHDATE (month/day) : \_\_\_\_\_ / \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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

WORK PHONE: \_\_\_\_\_ May we call you at work? \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

WHAT IS THE BEST WAY TO CONTACT YOU? \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_ mail  
Please be aware that EMAIL is our primary source of communication. It is faster, easier, and all the savings on cost go directly back to the care of our animals.

How did you find out about our Volunteer Program?  
\_\_\_\_\_

Please tell us briefly why you would like to become a spcaLA volunteer. \_\_\_\_\_

Have you ever worked with animals before, and if so, in what capacity? \_\_\_\_\_

Have you ever adopted an animal from spcaLA? \_\_\_\_\_

Have you ever surrendered an animal to an Animal Shelter? \_\_\_\_\_

What companion animals do you have now? \_\_\_\_\_

Are they spayed and/or neutered? \_\_\_\_\_ If not, please explain. \_\_\_\_\_

spcaLA is against the practice of declawing cats. How do you feel about it? \_\_\_\_\_

Volunteering for spcaLA is not only animal related, it also involves constant contact with the general public. How do you feel about interacting with all types of people? \_\_\_\_\_

Are you comfortable with taking directions from others? \_\_\_\_\_

Although we make every effort to see that the animals in our care are adopted, there are instances when an animal becomes unadoptable (this will be explained thoroughly in orientation) and is euthanized (humanely "put to sleep"). How do you feel about this? \_\_\_\_\_

What are your special skills, interests, hobbies? \_\_\_\_\_

Are you able to perform the essential functions of volunteering, either with or without reasonable accommodation? (i.e. due to any physical, medical, or psychological limitations or disabilities). If no, please explain the functions that cannot be performed. \_\_\_\_\_

*(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions)*

Volunteers are usually needed between the hours of 8:00 am and 5:00 pm.

Please indicate the days of the week and hours you are available.

MON\_\_\_\_\_ TUES\_\_\_\_\_ WED\_\_\_\_\_ THU\_\_\_\_\_ FRI\_\_\_\_\_ SAT\_\_\_\_\_ SUN\_\_\_\_\_

When will you be ready to begin volunteering? \_\_\_\_\_

Are there any restrictions such as work/school schedule that may affect your availability for volunteer work? \_\_\_\_\_

## REFERENCES

List the name and telephone number of two business, volunteer work, or personal references.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

## IN CASE OF EMERGENCY, WHO SHOULD WE NOTIFY?

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

ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ CELL/WORK PHONE: \_\_\_\_\_



### VOLUNTEER LOCATIONS:

(please check the location(s) at which you will be volunteering)

- \_\_\_\_\_ spcaLA PD Pitchford Companion Animal Village in **Long Beach**
- \_\_\_\_\_ spcaLA South Bay Pet Adoption Center in **Hawthorne**
- \_\_\_\_\_ spcaLA Administrative Office in **Los Angeles**
- \_\_\_\_\_ spcaLA Westfield Promenade Pet Adoption Center in **Woodland Hills**

### VOLUNTEER POSITIONS:

*(please check as many as apply)*

\_\_\_ **ADMINISTRATIVE ASSISTANCE** (in Los Angeles Office only, unless needed): File, stuff envelopes, copy and collate paperwork. Volunteering *for* the animals, not *with* the animals. *No training required.*

\_\_\_ **CAT CARE:** Volunteers ensure the well being of cats through socialization (petting, holding, playing) and grooming (brushing) as well as assisting the public by providing information about available cats and cat care. *Only New Volunteer Orientation required.*

\_\_\_ **FOSTER CARE:** Provide a temporary home for kittens, puppies or animals with special needs until they can be adopted. *In addition to completing the New Volunteer Orientation, you must attend the Foster Care class.*

\_\_\_ **H.E.A.L** (Helping to Enhance Animals Lives): Positions having direct contact with dogs and puppies.  
**DOG SOCIALIZER/TRAINER:** Socialize dogs and puppies in the shelter to human companionship. To train dogs for good manners and basic obedience so the chance for successful long term adoption increases.  
**KENNEL ATTENDANT:** Assist staff with the cleaning, comfort, and sterilization of the kennels, as well as possibly helping with the morning or evening feedings.  
**GROOMING:** Bathing, drying, and brushing the dogs in our grooming rooms by yourself or with our Grooming Group. *In addition to completing the New Volunteer Orientation, you must attend the H.E.A.L. animal handling class.*

\_\_\_ **HUMANE EDUCATION:** Teach respect and compassion for all living things to students. Additional training required. *In addition to the New Volunteer Orientation, you must attend a brief training and interview.*

\_\_\_ **LAUNDRY:** Wash, dry, fold blankets and towels (requires handling soiled items). Toys are washed in the machine and air-dried. Follow directions for the bleach and soap ratio posted in the laundry room. *Only New Volunteer Orientation required.*

\_\_\_ **PET ADOPTION CENTER ASSISTANT** (in Woodland Hills or Long Beach): Helping tend to the animals (WH only), assist customers, stock shelves, pricing, setting up displays, etc. *In addition to completing the New Volunteer Orientation, you may need to attend the H.E.A.L. animal handling class if you are going to be working with the dogs.*

\_\_\_ **SPAY/NEUTER CLINIC ASSISTANT:** Assist clinic staff with cleaning surgical instruments and sterilizing spay/neuter surgical packs. Help with the pet laundry, cleaning cages and kennels. Assist with filing and necessary clinic office duties. *In addition the New Volunteer Orientation, you must attend the H.E.A.L. animal handling class.*

\_\_\_ **SPECIAL EVENTS/OUTREACH:** Attending events (community service fairs, expos, public events, fundraisers, parties, dinners, etc.) and assisting with set-up, break-down, greeting, general event staff duties, etc. (often after hours and on weekends). *Only New Volunteer Orientation required.*

\_\_\_ **STREET TEAM:** Assist us by spreading the word about events and/or our agency. Reach the public directly and create a buzz any way possible: distributing flyers, hanging posters, sending emails, telling friends, etc. *Only New Volunteer Orientation required.*

\_\_\_ **OTHER:** \_\_\_\_\_



## APPLICANT'S AGREEMENT

In anticipation that you will be accepted into the Society for the Prevention of Cruelty to Animals Los Angeles Volunteer Program, please read and sign the agreement below:

In signing this application, I understand and agree to the following:

- I authorize the Society for the Prevention of Cruelty to Animals Los Angeles to seek emergency medical treatment in case of accident, injury or illness.
- I agree to abide by the policies and procedures presented to me at the volunteer orientation and any subsequent training.
- I will take any ideas, constructive comments, suggestions and criticisms directly to the Volunteer Department.
- I agree to be supervised by the staff of the Society for the Prevention of Cruelty to Animals Los Angeles.
- If communication problems develop between employees and myself, as a volunteer, I will report these to the Volunteer Department as soon as possible.
- I understand that if I am injured while acting as an unpaid member of the volunteer staff, that I am not covered by California State Worker's Compensation Law.
- I agree to work for a minimum of eight (8) hours a month, and to inform the Volunteer Services Department if I cannot make my commitment.

\_\_\_\_\_  
*SIGNATURE*

\_\_\_\_\_  
*DATE*

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DO NOT WRITE BELOW THIS LINE

Placements: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Comments: \_\_\_\_\_

Date volunteer left program: \_\_\_\_\_ Were we informed? \_\_\_\_\_

Date Volunteer place on inactive status, and reasons for: \_\_\_\_\_

Date volunteer reactivated: \_\_\_\_\_