



# El Dorado Humane Society ~ Volunteer Sign-Up

Thrift Shop and Shelter ~ Mon–Friday 10am to 4pm ~ 777 Pleasant Valley Rd. Diamond Springs CA 95619  
530-642-A-PET (530-642-2738)

The El Dorado Humane Society is a totally volunteer, non-profit organization. Without the dedication and commitment of community volunteers, we would not exist. Our homeless and abused animals desperately need our help. You can make that difference by signing up to be a volunteer, even if you have only a few hours a month to spare. Giving your time means so much to the animals – sign up below and help save a life!

Your Name	_____
Address	_____
Phone	Day _____ Evening _____ Fax _____
Email Address	_____
Emergency Contact Name	_____ Emergency Contact Phone _____

## Volunteer Work Opportunities

(Check all that apply – See reverse for a description of each)

Foster Animals <input type="checkbox"/>	Adoption Sites <input type="checkbox"/>	Thrift Store <input type="checkbox"/>	Cat Shelter <input type="checkbox"/>	Event Coordinator <input type="checkbox"/>
Event Worker <input type="checkbox"/>	Newsletter/Brochures/PR <input type="checkbox"/>	PC Skills <input type="checkbox"/>	Web Design & Maintenance <input type="checkbox"/>	
Education <input type="checkbox"/>	Driver <input type="checkbox"/>	Crafts <input type="checkbox"/>	Other <input type="checkbox"/>	_____

## Average Time per Month You Can Give

1-5 hours/mo <input type="checkbox"/>	6-15 hours <input type="checkbox"/>	16 hours or more <input type="checkbox"/>	Varies <input type="checkbox"/>
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## Days of the Week You Are Available

Weekdays <input type="checkbox"/>	Weekends <input type="checkbox"/>	Both <input type="checkbox"/>	Varies – call me <input type="checkbox"/>
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Your Signature \_\_\_\_\_ Date \_\_\_\_\_

# Description of Volunteer Work Opportunities

**Foster Animals:** As a foster home, you agree to provide temporary housing for puppies, dogs or kittens who can not be accommodated at the shelter. The Humane Society will pay for any needed medical treatment and for food. Foster homes provide a means of rescuing animals from “death row,” giving them the time needed for adoption.

**Adoption Sites:** Most weekends, adoption sites are set up at local shopping centers. Adoption Workers stay with the animals and interview interested adopters, usually between the hours of 10am and 3pm. This activity requires the most volunteers throughout the year and requires “hands on” contact with the animals.

**Thrift Store:** Thrift Store Workers receive newly donated goods, arrange merchandise in the store and sell merchandise to our customers. The store is open Mon-Fri, 10am to 4pm, so many work times are available.

**Cat Shelter:** These workers help clean cages, floors and litter boxes. They also play with the cats in the shelter to socialize them and better prepare them to meet their new families. The shelter rooms are located in the back of building that houses the Thrift Store.

**Event Coordinator:** This volunteer will coordinate fund raising events and may also work at the events.

**Event Worker:** We have fund raising events, such as Casino Night, Spaghetti Dinner and Beer Tasting, throughout the year. A number of event workers are required to help the Event Coordinator plan and staff the event and to make signs, set up tables, cook, take tickets, serve food, etc.

**Newsletter, Brochures, Public Relations, and Advertising:** We need people who can help us in one or more of these areas: write newsletter articles, assemble the newsletter, write ads, write press releases, take photos and promote events.

**PC Skills:** We need volunteers who can perform PC maintenance, printer maintenance and/or software maintenance for Humane Society equipment and software. We also need people with PC graphics skills to design flyers, tickets, posters, etc. (experience with applications such as PowerPoint, Word, Adobe Print Shop, or their equivalent).

**Web Design and Maintenance:** We need someone to create and maintain an El Dorado Humane Society (EDHS) web page.

**Education:** This is a new program in need of a coordinator. The program will provide school visits to educate children on responsible pet care. It will also provide general education to the public on the need to spay and neuter their pets.

**Driver:** Drivers transport animals and cages and pick up donated supplies as needed. Please note: drivers are required to provide proof of current insurance coverage.

**Crafts:** Use your creative talents to create gift baskets and other imaginative items to be sold at fundraisers and the Thrift Store.

**Other:** Any other special talents or skills you may have are probably needed (for example, handyman repairs). If you have a skill you would like to donate and which is not listed, please let us know.

## ALSO NEEDED...

**Volunteer Coordinator:** The Volunteer Coordinator is responsible for welcoming new volunteers and getting them started in their chosen work areas. He/she also maintains a list of volunteers and assigns volunteers to events on an ongoing basis.

**Shelter Facility Project Lead:** We don't have a “real” shelter (the cats are in the back rooms of the Thrift Shop). We need someone to lead a committee to work on developing a plan to build a shelter. We need to get land donated, define architectural plans, secure donated materials, identify staffing requirements, etc.