



## Group/Organization Volunteer Request Form

Thank you for your interest in volunteering with Citizens for Animal Protection. We are happy to offer volunteer opportunities to groups and organizations like yours who want to give their time helping the animals in our shelter. Our available days are Wednesday and Friday mornings from 9-11 a.m. or afternoons from 4-6 p.m. year round. Days that fall on major holidays are not available and are restricted to regular volunteers only.

Please complete the information below and email to [volunteer@cap4pets.org](mailto:volunteer@cap4pets.org) with specific date and time you would like to reserve (forms must be submitted at least two weeks in advance). Though we do our best to accommodate your first choice, please be sure to list an alternate day and time in the event original request is unavailable.

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**Name of Group/Organization**

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**Contact Person**

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**Daytime Phone**

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**Alternate Phone**

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**Address**

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**City/State**

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**Zip Code**

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**Email**

**How many do you expect in your group? (Min of 5/Max of 15):** \_\_\_\_\_

**1<sup>st</sup> Choice Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**2<sup>nd</sup> Choice Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Please go over the following with all participants prior to arrival:**

### **Requirements**

- Participants must be at least 16 years old (if under 18, parent must sign all waiver forms)
- Children may not accompany parents unless 16 and over with intent to volunteer
- Waiver forms must be completed by all participants in advance
- [All participants must arrive at scheduled time](#)

### **Dress Code**

Participants are required to wear shelter-appropriate clothing.

- Close-toed shoes, no sandals or flip flops
- Knee length or longer pants with no holes or patches (**no shorts allowed**)
- No tank tops or crop tops
- Pull long hair back
- No large or dangling jewelry

### **Volunteering**

Volunteer opportunities vary based on time of day and needs of the shelter.

- Dog walking
- Cat kennel cleaning
- Feeding and watering
- Laundry
- Dishes
- Unfolding newspapers
- Socializing animals

Please keep in mind that participants who wish to work directly with animals must be comfortable bending, kneeling and lifting up to 20 lbs.

Volunteer aprons are provided to protect clothing and must be worn while assisting in shelter so staff can identify who you are when in "Employee Only" areas.

**\*Please note requests are not reserved until you receive an emailed confirmation.**

If you have any questions, or need to make changes of any kind, please contact the following:

Alice Mellado, *Volunteer Coordinator*

Phone: 281.497.0591 ext. 116

Email: [volunteer@cap4pets.org](mailto:volunteer@cap4pets.org)