



## Community Service Application Process

Santa Fe Animal Shelter (SFAS) welcomes Volunteers from many school, church or outside agencies who are seeking community service hours.

Requirements:

- 15-18 years are eligible for participation with a parent, guardian or approved agency chaperone. Parents and guardians must be over 18 and are subject to a court case review or background check.
- 18+ years are eligible for program participation with court case review or background check.

Submit the application in person or mail it to: Volunteer Coordinator, 100 Caja Del Rio Road, Santa Fe, NM 87507. **NOTE:** It may take 3-4 days for the approval process to be completed.

## Community Service Volunteer Process

After you have been approved, please call or email the Volunteer Coordinator (information below) to schedule your first shift. You must bring your parent or guardian to every shift if you are under the age of 18.

- **Record Your Hours:** You are responsible for tracking your hours. If the organization you are doing community service for does not provide you with a sheet to record your hours, you will be required to use a SFAS tracking sheet to record the date, the time you arrive, the time you leave, and a staff signature. You must bring this sheet for each shift so we can sign off on the same day.
- **Scheduling:** You are expected to schedule your hours with the Volunteer Coordinator prior to every shift. If you have not scheduled in advance, you will not be permitted to complete hours.
- **Cancellations and No-Shows:** Canceling is acceptable if done prior to the start of your scheduled shift by emailing or calling the Volunteer Coordinator. Not showing up for your scheduled time warrants an explanation and if the Coordinator finds good cause for the no-show, you will be permitted to finish your hours with SFAS. No-shows or leaving a shift early without good cause or for reasons that are unable to be verified, may terminate your community service volunteer role.
- **Sign-In and Out on the Sign-in Sheet:** Aside from tracking your hours personally on your time sheet and having them signed by a staff member, we ask that all of our volunteers sign in and out on our general volunteer sign-in sheet. Both the Admissions and Adoptions desk have a sign in sheet for you to use when you arrive. Sign in with your first initial and last name, date, time-in/out.
- **Check-In and Out on the Tool Log:** If you are assigned a task that requires specific tools, you are required to check these tools out and return them for sign-in at the end of the task. **You are responsible for these tools while they are checked out to you.**

Once you have acquired the needed hours, please notify the Volunteer Coordinator and submit your Community Service Hours verification sheet. The Coordinator will sign any documents needed and submit them to you and/or the court and provide a validation letter (if needed) within five business days. The letter will be on letterhead stating how many hours you completed, and in what capacity (i.e. laundry, office, etc). Individuals who are unable to wait a week for their validation letter can request a meeting with the Volunteer Coordinator to receive a letter early, but there is NO guarantee that a meeting will be scheduled or the letter can be prepared. **NOTE:** No validation letters will be prepared without a validated time sheet.

If you have questions, please contact Carrie Gaston, Volunteer Coordinator, at [volunteer@sffhumanesociety.org](mailto:volunteer@sffhumanesociety.org) or (505) 983-4309 x.1128. Thank you for choosing the Santa Fe Animal Shelter as your Community Service agency.



## Community Service Volunteer Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_  H  W  C Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Hours Required: \_\_\_\_\_ to be completed by: \_\_\_\_\_ Agency: \_\_\_\_\_

**Note: Volunteers 15-18 years of age must be attended by 18+ parent, guardian or approved chaperone at all times while at the Shelter. All chaperones are subject to a court case review or background check.**

Chaperone Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Chaperone DL#: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please specify a reason for selecting SFAS: \_\_\_\_\_

### Guidelines

- **Work Ethic:** We expect that all of our volunteers show up to work on time, respect staff members, and do the work that is needed to be done. We do not save work for volunteers because that would not be a productive way to care for our animals or run our facility; we appreciate our volunteers being flexible in this regard. If you are found to be unproductive during your shift or found using your phone, you will not earn any volunteer hours for that day. If you have completed a task and need something to do, you are required to seek out Shelter staff to be assigned your next task.
- **Code of Conduct:** We do not permit the use of foul language, drugs or alcohol, or any kind of physical or verbal abuse. If you are caught doing any of the above you will be asked to leave and will not have the opportunity to complete your hours with us.
- **Dress Code:** Closed-toe shoes will be required. We are a family-oriented organization; please dress accordingly. You will be expected to wear a green volunteer apron while on duty. Warm clothes and gloves may be helpful and it will be your responsibility to provide these.
- **Breaks:** The length of time you work will determine your breaks. After a 4-hour shift you can take either a 30-minute or an hour lunch but you will not be given credit for this time. You must check in and out on the sign-in sheet for lunch breaks. If you work an 8-hour shift you may also take a 10-minute break in the afternoon which will not count against your daily service hours.

Santa Fe Animal Shelter reserves the right to terminate the agreement for community service if the participant is unproductive, fails to adhere to the guidelines, is disruptive or in any way negatively impacts the accomplishments of the organization's mission. By signing below, you agree that you have read the above guidelines, that you understand them, and that you agree to abide by them while volunteering with SFAS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date