

Thinking of volunteering for the Fredericton SPCA?
Wonderful! Here's what to do next!

- Check out our website for current volunteer opportunities:
www.frederictonspca.ca
- You can fill out this application on your computer using Adobe Reader. Adobe is a free program, if you do not have it you can download it here:
<http://get.adobe.com/reader/>
- Email your completed application form to volunteer@frederictonspca.ca
- If you have trouble emailing the application please deliver a hard copy to our adoption center during business hours (11-4pm, 7 days a week) at 165 Hilton Road, Fredericton NB

Volunteering at Fredericton SPCA is an opportunity to make a huge difference in the lives of the animals in your community! Volunteers are valued at the FSPCA and will receive ongoing support, training, education, feedback, evaluations and invitations to Volunteer Recognition and Appreciation events.

Thank you for supporting the Fredericton SPCA.
Your dedication and gift of time is truly appreciated!

In order to volunteer with the Fredericton SPCA please complete the following form and submit it by email: volunteer@frederictonspca.ca
 For more information please see our website: www.frederictonspca.ca

Personal Details			
Name:	Date of application:		
Are you at least 18 years of age? <i>You must be at least 18 years old to volunteer at the Fredericton SPCA</i>	<table border="0"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		
Address:	City:		
Province:	Postal Code:		
Preferred contact numbers: (1) _____ (2) _____ When is the best time to call you?			
Email Address:			
Email Preferences We like to keep volunteers informed of important news, schedules, and volunteer opportunities by email. However, we will not send you email if you prefer not to receive any. Most communication is done through volunteer email updates. Please note that selecting 'no' will limit your volunteer opportunities with the FSPCA.			
May we add you to our volunteer email list? <table border="0" style="float: right;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>		Yes	No
Yes	No		
Emergency Contact Information			
Name:			
Relationship to you:	Phone Number:		

Volunteer Profile		
What motivates you to volunteer with the FSPCA?		
Do you need volunteer hours to meet a program requirement?	Yes	No
If you answered yes please state the name of the program/employer/school:		
Contact name and phone number or email for program above:		
Do you know anyone who is an employee here?		
When was the last time you visited or were involved with the FSPCA?		
What was the nature of your last visit of involvement with the FSPCA?		
Have you volunteered before? If yes, where and in what capacity?	Yes	No
What skills, talents or qualities do you have that you are excited to share with us while you volunteer?		
Please provide any additional information you'd like us to know regarding your interest in volunteering:		

Availability							
Can you commit to a minimum of 2 hours a week for 6 months? Yes No							
If you are available all days and times check here: If not please check the days and times you are available below:							
DAYS:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
TIMES:	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.
Volunteer Opportunities							
Please place a '1' next to the areas below that interest you. If you are interested in more than one category please indicate order of preference (1,2,3, etc.). Please note some of the following programs may be closed to new volunteers at the time of your application.							
Volunteering With the Animals:							
Cat program: Cat Caregiver Cat Companion Cat Fostering*		Dog Program: Dog Caregiver Dog Companion Dog Fostering*			Small Animals: Small Animal Socialization Small Animal Fostering*		
Volunteering For the Animals:							
Support Squad: Adoption Center Host Office Administration Volunteer Coordinator Graphic Design Building Maintenance Yard Care		Fundraising: Special Events Coordinator Special Event Support Fundraising Committee Member			Humane Education: School/Community Group Presenter Youth Camps & Clubs Leader Information Booths Education Committee Member		
Special Skills:							
Do you have special skills you'd like us to know about? Check all that apply below.							
Fundraising Sales/Marketing/PR Event Planning Graphic Design Photography Videography Digital Media Grant Writing		Teaching/Education Media Relations Public Speaking Writing Information Technology Carpentry Landscaping			Construction Painting Electrical Computer Work Catering Art / Craft Other:		

* Fostering requires a separate application form, please contact foster@frederictonspca.ca

**Applicants whose skills and interests match the current, open volunteer positions will be contacted for an interview. For currently open volunteer positions please visit our website www.frederictonspca.ca

Reference Consent Form:	
<p>1. Please contact two people who will act as a reference for you. Note references must be at least 18 years of age, should have known you for 2 yrs. or more, e.g. friend, neighbor, co-worker, employer, lawyer, doctor, etc. Family members, spouse or partner are not acceptable as references.</p> <p>2. List their name and contact information.</p> <p>3. Sign the release statement below.</p> <p>4. If you are notified for a volunteer interview you will be required to bring a signed copy of this form with you at the time of the interview.</p>	
Volunteer Name:	
Reference #1	
Name:	Phone number:
Email:	
Relationship to volunteer:	
Reference #2	
Name:	Phone number:
Email:	
Relationship to volunteer:	
<p><i>By signing and submitting this form, I give permission to the Fredericton SPCA to contact the individuals listed above as my personal references.</i></p> <p>Signature: _____ Date: _____</p>	

What's Next? Steps to becoming a FSPCA volunteer:

1. Once your **application** is completed please save it to your computer and email a copy to volunteer@frederictionspca.ca
2. In the next several days or weeks (depending on the time of your application) you will be invited by email to an **orientation** at the Fredericton SPCA Adoption Center. Orientation sessions are approximately one hour and will provide an overview of our organization. You will be given a tour of our facilities and gain a greater understanding of the critical role volunteers have in supporting our mission. This is a chance for you to further explore the ways in which you can be involved and to ask questions.
3. Applicants who have attended an orientation session, and whose skills and interests match our current open volunteer positions, will be sent an invitation (through email) to an **interview**. This interview process provides an opportunity to ensure that volunteers are placed in programs that match their skills and interests ensuring that the needs of both the organization and volunteer are being met.
4. After the interview, applicants' personal references will be contacted.
5. Selected applicants will be notified and sent a PDF version of our **volunteer manual** as well as a link to an online volunteer shift sign-up program called "Volunteer Spot". At that link you will sign up for your **first volunteer workshop** specific to your area. You will also be sent a letter to take with you when you apply for your criminal record check – more information will be provided during the interview.
6. You will be required to bring the following with you to the first workshop:
 - a. A copy of the signed acknowledgement form that you have read the volunteer manual (found on the last page of the manual).
 - b. An original copy of your criminal background check. We will make a photocopy for our records and will return the original to you.
7. During the first volunteer workshop you will learn the specifics of your position including the standard operation procedures (SOPs) you will be following, introduced to staff and volunteers, and shown where to find the tools and resources you will need for your position. You will also complete all paperwork including the FSPCA liability waiver and confidentiality forms.

8. Next you will sign up for your **second workshop** using Volunteer Spot. The second workshop will pair you with a 'buddy mentor', a staff member or experienced volunteer. You will spend this time shadowing and learning on the job. This is a time to observe, ask questions and if comfortable start practicing what you've learned.
 9. After the second workshop you will use Volunteer Spot to sign up for a **third workshop**. During this final workshop you will again be paired with a mentor and will begin taking on more responsibilities of the task. You will have opportunities to receive and provide feedback about your performance.
 10. Congratulations, you've completed your initial volunteer orientation and training! Next you will use Volunteer Spot to **sign up for your regular volunteer shifts**.
 11. After 3 months of volunteering you will have an opportunity to sit down with the Volunteer Supervisor or Director for an **evaluation**. During the evaluation you will have an opportunity to receive and provide feedback about your performance of the volunteer position tasks.
 12. Along the way, during your first 3 months, there will be additional opportunities for providing feedback about our volunteer program and times to 'check in' with the Volunteer Supervisor or Director. You will also be sent any notifications about opportunities to sign up for additional learning opportunities including workshops and webinars.
- Please note that volunteer positions for fundraising and humane education will follow a slightly different format than the one outlined above. Volunteers for fundraising or education may be required to provide a CV or resume. The workshops will also likely follow a different schedule and format, as they will be more specific to these positions.
 - For questions specific to volunteering with Fundraising please contact Karen McGeean, Director of Marketing and Development Karen@frederictonspca.ca
 - For questions specific to volunteering with Education please contact LeeAnn Haggerty, Director of Education and Training education@frederictonspca.ca