



JUNIOR VOLUNTEER APPLICATION PROCEDURE

1. **Fill out and submit application**, including liability waiver signed by both applicant and applicant's legal guardian. Applicants must be 13-17 years old.
2. **Submit thorough, thought out answers to the following questions on a separate piece of paper:**
 - A. Have you had any pets in your home or someone else's home that you have cared for? What pet care tasks were you responsible for?
 - B. Why do you want to be a volunteer at the VBSPCA?
 - C. Would you prefer to work with cats, dogs, or small animals, and why?
 - D. If you saw another JV doing something they shouldn't be doing, what would you do?
3. **Letter of recommendation from a teacher or mentor**

Please send completed applications only. We will not consider any application that is missing any of the above. Please submit completed applications by mail or drop off to VBSPCA, 3040 Holland Road, Virginia Beach VA 23453. **DO NOT FAX OR EMAIL APPLICATIONS. APPLICATIONS ARE DUE ON THE FIRST OF EVERY MONTH BY 4 PM.**

The application process may be closed at any time at the discretion of the Junior Volunteer Program Coordinator.

**** Please note that you are only applying for one session. If you want to continue at the VBSPCA after the current session, you do not have to re-apply, however, you do need to get a recommendation from a staff member. Returning each session is NOT AUTOMATIC. ****

If you have any questions, please contact me. Thank you for your interest in the VBSPCA!

Humely yours,

Kathleen S. Shambo
Senior Director, Humane Education
Junior Volunteer Program Coordinator

New Junior Volunteer Application Rubric

Criteria	Excellent	Good	Satisfactory	Minimum
	4	3	2	1
Format	Clean, neat, professional-looking, consistent font/ink or typed, submitted in binder, folder, or large envelope. It is clear that the student (<i>not a parent/guardian</i>) completed the application.	Clean, neat, consistent ink/font	Clean, neat but printing could be improved, some inconsistencies. Form printed "askew".	Not clean or neat, inconsistent format or ink
Completeness	All sections included and complete, very thorough	All sections included and complete	Missing essay or letter of recommendation	Missing essay and letter
Essays	Proper short essay format, has beginning, middle, end, appropriate length	Proper format, somewhat appropriate length	Answers not complete/too short	One word or incomplete sentence for answers
Grammar/Spelling	Correct tense, appropriate capitalization, punctuation, no spelling errors	1-2 errors	3-4 errors	5-6 errors
Strength of Reference	Professional position, professional letter, printed on letterhead, complete contact information, specific to VBSPCA	Status of reference appropriate, not as thorough, may be missing contact information	Informal format; reference not professional, missing contact information	Friend or family; missing contact information, letter not properly formatted or not neat/clean
Supporting Documents	Relevant information included	Some relevant information included	Irrelevant information	None

JV VOLUNTEER APPLICATION

Please print NEATLY and be sure to sign. Date: _____

Have you volunteered for us before? N / Y If yes, when: _____

Are you acquainted with any current VBSPCA JV(s)? N / Y: _____

Name: _____ Nickname: _____ Age: ____ DOB: _____

Address: _____

City: _____ Zip: _____ T-Shirt Size (adult sizes only): _____

Phone: _____ School You Attend: _____

Applicant's Email: _____ Parent/Guardian Email: _____

Parent/Guardian (Please print): _____

Emergency Contacts:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Have you ever been arrested: Yes / No If yes, on what charge? _____

Any special developmental, physical, emotional, or cognitive considerations we should know about?
N / Y: _____

PHOTOGRAPH AGREEMENT

I, (Parent/Guardian Name) _____, give permission for Virginia Beach SPCA staff or volunteers to take photographs or videos of my child (Name) _____ while participating in VBSPCA activities and programs, which may be used for Virginia Beach SPCA publicity purposes. I authorize the Virginia Beach SPCA, its assigns and transferees to copyright, use and publish the same in print and/or electronically, including, but not limited to, VBSPCA websites and social media.

Signature: _____ Date: _____

VIRGINIA BEACH SPCA

"The Virginia Beach Society for the Prevention of Cruelty to Animals is a non-profit organization dedicated to the promotion of animal welfare and the creation of a more responsible and humane community."

VOLUNTEER LIABILITY WAIVER

I, _____, recognize that working with animals in a shelter may place me at risk. I understand that because I may handle animals, it is important to talk with my physician about being vaccinated against tetanus. I release the Virginia Beach SPCA from all responsibility whether I pursue the vaccination or not, and I understand that whatever decision I make is at my own risk.

I certify that I am at least 13 years of age. I understand that volunteer service is a commitment and I will be depended upon to show up to work as scheduled. I understand that the staff may ask me to leave should I not comply with the policies and procedures of the Virginia Beach SPCA, or should I become unproductive and unhelpful during my shift.

I grant to the Virginia Beach SPCA, its representatives, volunteers and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize the Virginia Beach SPCA, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that the Virginia Beach SPCA may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understood the above and agree to these terms.

Signature of Volunteer

Date

Signature of Parent/Guardian

Date

