



# VOLUNTEER APPLICATION FORM

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

<b>Name:</b>		
<b>Address:</b>	Street	Apt #
	City	Postal Code

<b>Contacts:</b>	Day Phone:	Evening Phone:
	Email Address:	

<b>Occupation/Skills Listing – Check as many as applicable</b>			
Information Technology	<input type="checkbox"/>	Teaching	<input type="checkbox"/>
Administrative	<input type="checkbox"/>	Customer Service	<input type="checkbox"/>
Sales/Marketing	<input type="checkbox"/>	Craft	<input type="checkbox"/>
PR/Communications	<input type="checkbox"/>	Baking	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	Event Planning	<input type="checkbox"/>
Management	<input type="checkbox"/>		
Accounting/Finance	<input type="checkbox"/>		
Non-Profit	<input type="checkbox"/>		
Student	<input type="checkbox"/>		
Labor	<input type="checkbox"/>		
Other:			

**\*\*Please attach resume for further details.**

<b>Interest in BAW</b>
<i>Please list your top 3 Program/Event Interest (as listed under Volunteer Opportunities)</i>

Bide Awhile Animal Shelter, 12 Eaton Avenue, Dartmouth, NS, B2Y 2X5  
 Phone: 469-9578 Fax: 463-6173  
[www.bideawhile.org](http://www.bideawhile.org)

Approximately how many hours a month can you volunteer your services?		
Weekdays:	Weekends:	Evenings:

Signature
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We deeply appreciate your willingness to help. Our volunteers are essential to our success.

The Volunteer Committee Coordinator will contact you once your application has been reviewed. You will be invited to attend a committee meeting before you are placed in a volunteer role. You will be contacted and advised of the date of the meeting.

Any questions or concerns may be directed to the Volunteer Coordinator at **469-9578**.

**Please mail or fax this form to:  
Bide Awhile Animal Shelter  
12 Eaton Avenue  
Dartmouth, NS, B2Y 2X5**

<b>FOR OFFICE USE ONLY</b>
Contact Date:
Database:
Interest:
Committee:

# Volunteer Opportunities

Bide Awhile Animal Shelter is on the look out for volunteers.

Without volunteers Bide Awhile Animal Shelter would not have been in service for over 35 years. Without strong volunteer support in all aspects of the Shelter we would be unable to move forward. Bide Awhile Animal Shelter runs on 98% volunteer support and 2% staff.

Become a Volunteer. Some of the opportunities available are:

## Special Events:

### Bowling for Critters

- **Committee Member** – Help plan and organize the event.
  - Call team captains
  - Solicit for prizes/sponsorship and arrange collection
  - Organize pledge packages, t-shirts, top prizes, entertainment and advertising
  - Writing solicitation and thank you letters; organize information flyer
- **Event Volunteer** – Help run the actual event.
  - Set up and clean up
  - Run silent auction, survey, prize, cake, T-shirt, sales or registration tables
  - Sell 50/50 tickets
  - Assist in counting pledge money.

### Pet Photo Challenge

- Securing advertising and prizes
- Advertising the event and delivering entry forms to venues
- Collecting entries
- Judging to determine winners who will be placed in BAW calendar

### Calendar

- Production of calendar
- Securing sponsorship of calendar
- Disbursement/collection of calendars for sale

### Bake/Craft Sale

- Prepare baked goods or crafts
- Telephone donator list for sale donations
- Pricing items evening before sale
- Working table day of sale

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## **Committees**

### **Supporter Relations/Volunteer Committee**

- Assist with staffing committees and events with volunteers
- Communicate with BAW volunteers, members and donors
- Appear at public events on Shelters behalf
- Organize Open House Events (Christmas, Spring)
- Provide orientation for new volunteers
- Maintain volunteer database

### **Finance Committee**

- Oversee financial status of shelter – Financial experience necessary

### **Fund Raising**

- Determining events
- Determining sponsorship

### **PR Committee**

- Publication of newsletter and mail out of shelter information
- Website maintenance
- Advertising, marketing, promotion and media relations
- Assist other committee's with communication needs

### **Miscellaneous**

- Cat Banks
- Dog Wash
- Pet Visitation
- Grocery Tape Program
- Animal Socialization

### **Administrative**

- Photocopying, stuffing envelopes
- Clerical support

### **Grounds Maintenance**

- General labor
- Light carpentry
- Clean up