

# FOLLKAS

FRIENDS OF THE LINDA L. KELLEY ANIMAL SHELTER

Committed to the healing, support and welfare of animals in our community.

## VOLUNTEER APPLICATION

The Friends of the Linda L. Kelley Animal Shelter and Calvert County Animal Control, Inc. (FOLLKAS) are accepting applications to volunteer to assist in our mission to help the animals at the Linda L. Kelley Animal Shelter by raising much needed funds to provide veterinary care, help towards possible animal cruelty investigations, and solicit/provide donations of needed shelter supplies. If you are interested in volunteering, please fill out the form below. In addition, if you will be volunteering at the shelter itself, you will also have to fill out the attached Linda L. Kelley Animal Shelter's Volunteer Agreement.

### PERSONAL INFORMATION

Name (First/Middle/Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you over 18?  YES  No: Parent/Guardian Name \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Best Time to Contact  AM  PM Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you ever been convicted of any crime?  NO  YES: Please explain below

### VOLUNTEER INFORMATION

Please check days and times you are able to volunteer:

- Sunday \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
- Monday \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
- Tuesday \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
- Wednesday \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
- Thursday \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
- Friday \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
- Saturday \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

If there is a specific time when you are or are not available, please note it here:

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**AREAS OF INTEREST:** *(Check all that apply)*

- Manning Events *(includes sitting at a FOLLKAS information table) \*Once a Month at the Animal Shelter*
- Community Outreach *(approaching businesses for donations, posting flyers at local businesses)*
- Collect and deliver donations from local businesses
- Creating digital graphics and documents for social media and website
- Creating flyers, banners, signs, brochures, tee shirts, mugs and other marketing/promotion materials
- Video Production
- Facebook Page Management **\*\*Requires Board Approval. Interview Required**
- Bookkeeping *(Must be proficient in Quick Books & be a professional bookkeeper)*
- Helping at fundraising events *(set up, manning a table, admissions, raffle sales, tear down, clean up)*
- Organize Fundraisers
- Research and writing of grants for our organization **\*\*Huge Need!**
- General research as needed
- Mailings *(folding, stuffing envelopes, etc.)*
- Slide Show Production for Events
- Photography at Events to include taking photos at the shelter and posting on our Facebook page

Please list all computer software programs in which you are proficient:

If you have other areas of expertise, please list here:

I certify that all information provided is true and understand that false information may nullify this application and I authorize the Friends of the Linda L. Kelley Animal Shelter (FOLLKAS) to verify the above information.

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Signature

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Date

Completed forms can be emailed to **DEBBIE@FOLLKAS.ORG** or mailed to:

FOLLKAS  
ATTN: Debbie Samler  
P.O. Box 143  
Sunderland, MD 20689

All new volunteers will be invited to attend a volunteer meeting prior to beginning.  
***Thank you and we hope to have you on our team soon!***