

FOR OFFICE USE
 Vaccinations Fecal test
 Sit Stay Read Test
 Background Check
 Date approved: _____

SIT STAY READ! Volunteer Application

FOR OFFICE USE
 Orientation Training
 Completed & approved:
 Initials _____ Date _____

Please fill-in form completely and send it to us by fax (773-545-6671) or mail (Sit Stay Read, 3425 N Milwaukee Ave, Chgo IL 60641). Check our web site, www.sitstayread.org, for date of next orientation. Thank you for your interest!

Your Name		Home Phone	
Address		City	State Zip
Cell phone	Work phone	Email address	
Best time & phone to reach you		How did you hear about SIT STAY READ?	
Occupation		Employer Name	

If volunteering with a dog, you'll also need to take the SSR test and supply a copy of the following: dog's vaccination records; proof of negative fecal test; completed SSR vet form.

Dog's Name		Breed	Date of Birth
Veterinary Clinic		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Spayed/Neutered? <input type="checkbox"/> Yes <input type="checkbox"/> No
Where did you train your dog?		Other dog groups you belong to	

Availability

Check all that apply. **Note:** Programs run weekdays from 10-11am and after-school. Evening and Saturday availability is for projects, community outreach, and fundraising events.

Monday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	Thursday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
Tuesday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	Friday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening
Wednesday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	Saturday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening

Areas of Interest Please check all that apply.

Read to children (w/o dog) Reading programs with my dog Assist with SSR projects & events

Is there a particular project or area you'd like to help with? _____

Skills (marketing, fundraising, pr, writing, teaching, etc.) _____

I affirm that the information supplied above is true to the best of my knowledge and agree to adhere to the Volunteer Policies and Guidelines on reverse side of application. I understand that, as a volunteer, I am responsible for my dog and myself and agree that Sit Stay Read Inc. is not liable in the event of accident, injury or death.

Signed _____

Date _____

Volunteer Policies and Guidelines

As a SIT STAY READ Volunteer I agree to:

- Review and adhere to these Policies and Guidelines.
- Be on time for each session and always notify Program Leader promptly if I must cancel due to illness or emergency.
- Review directions to the site and program information before the visit.
- Dress appropriately: comfortable, neat, and well groomed.
- Introduce myself and be considerate of all facility staff members.
- Respect privacy and conduct myself professionally.
- Not use drugs or alcohol within 12 hours of any visit.
- Never be alone with a child or leave the premises with a child.
- Abide by all rules and procedures required by the facility.
- Not participate in a visit without appropriate staff supervision.
- Not take photos without permission from Sit Stay Read Inc. and the facility and with signed photo releases from parents and all participants. All photos remain the property of Sit Stay Read Inc.

If I volunteer with my dog, I also agree to:

- Keep safety as my #1 priority.
- Be responsible for my dog and watch him/her at all times.
- Keep my dog current on vaccinations.
- Handle only one dog per session.
- Not allow SSR dogs to interact prior to or during a session.
- Make sure my dog has been exercised and pottied before each session.
- Never potty my dog on facility grounds.
- Keep my dog under control on a leash no more than 6-feet long, with a flat cloth or leather collar.
- Always keep my dog's leash in my hand; under my foot; or otherwise under my control.
- Bring a "visit bag" containing:
 1. plastic clean-up bags and clean-up supplies
 2. my SSR nametag and dog's bandanna
 3. small blanket for my dog's space
 4. treats for my dog (optional, but highly recommended)
 5. small towel (optional—unless dog drools a lot, then it's mandatory)
- Never bring a sick dog to a session.
- Never use a training collar or retractable leash during a session.
- Assess my dog's overall health and attitude prior to each visit.
- Be sure my dog is clean and brushed with nails that are regularly clipped.
- Remove my dog and let him have a break if he shows any sign of stress.
- Intervene immediately if a child is not treating my dog properly. I will calmly coach the child on the best way to pet and handle my dog.
- Not allow anyone else to pick-up my dog.
- Not allow my dog to kiss or lick a child without permission.
- Stop a session that feels unsafe for my dog, the child or any participant.