



# GROUP SERVICE APPLICATION

*For community and/or corporate organizations who would like to schedule a tour or group service day at the Lawrence Humane Society.*

Thank you for your interest in volunteering with the Lawrence Humane Society! We look forward to partnering with your organization to improve the lives of homeless companion animals in our care. In order to create the most fulfilling experience for your group, we ask that you fill out the following application and submit it according to the timetable found below. To submit this application, or if you have any questions available activities, or the group requirements, please email [volunteer@lawrencehumane.org](mailto:volunteer@lawrencehumane.org).

## GROUP POLICIES

*The Lawrence Humane Society policies regarding group service events are as follows:*

1. To provide the most meaningful experience for every group interested in serving, we limit approved requests to two (2) group service assignments per month.
2. The Lawrence Humane Society considers a variety of factors when deciding whether to approve a request. These include, but are not limited to: organizational capacity, strategic goals, staff & volunteer availability, and relationship with the organization/individual submitting the request.
3. Applications must be submitted at least six (6) weeks in advance of the first day of the month when you would like to schedule your visit. For convenience, a submission timetable is printed below:

<i>FOR SERVICE OPPORTUNITES WITHIN THE MONTH OF:</i>	<i>THE SUBMISSION DEADLINE IS:</i>	<i>APPLICANTS WILL BE NOTIFIED BY:</i>
<b>January</b>	November 15 <sup>th</sup>	December 1 <sup>st</sup>
<b>February</b>	December 15 <sup>th</sup>	January 1 <sup>st</sup>
<b>March</b>	January 15 <sup>th</sup>	February 1 <sup>st</sup>
<b>April</b>	February 15 <sup>th</sup>	March 1 <sup>st</sup>
<b>May</b>	March 15 <sup>th</sup>	April 1 <sup>st</sup>
<b>June</b>	April 15 <sup>th</sup>	May 1 <sup>st</sup>

<b>July</b>	May 15 <sup>th</sup>	June 1 <sup>st</sup>
<b>August</b>	June 15 <sup>th</sup>	July 1 <sup>st</sup>
<b>September</b>	July 15 <sup>th</sup>	August 1 <sup>st</sup>
<b>October</b>	August 15 <sup>th</sup>	September 1 <sup>st</sup>
<b>November</b>	September 15 <sup>th</sup>	October 1 <sup>st</sup>
<b>December</b>	October 15 <sup>th</sup>	November 1 <sup>st</sup>

4. Applications submitted after the deadline may be considered on a case by case basis.
5. If we are unable to accommodate a group due to space, they will be placed on a waitlist.
6. To allow our staff enough time to properly prepare for your group, a final headcount is required three (3) business days before your assignment.
7. Cancellations received with less than seventy-two (72) hours' notice may result in a group being automatically waitlisted for future requests.
8. The minimum age to participate in group service is ten (10). Any volunteers under the age of sixteen (16) are considered "Junior Volunteers" and must be accompanied by a parent or guardian. Groups must maintain a ratio of one (1) adult for every three (3) junior volunteers (e.g.- within a group of 15, there must be at least 3 adults).
9. The minimum age for a tour is seven (7), and there must be one (1) adult for every four (4) visitors under sixteen (16).
10. Liability waivers will be emailed to the group contact after a date is scheduled, and must be returned by the date of service, before any volunteer work begins.
11. Group service will consist of cleaning and/or enrichment tasks. To maintain the safety of our guests and animals, groups will not work directly with the animals. However, if time and staffing permits, an animal may be brought out to meet the group toward the end of their assignment. Should there be inclement weather, for the safety of the animals, volunteers will not be able to meet any of the dogs.
12. For the safety of our service volunteers, everyone must wear long pants and closed-toe shoes, with long hair secured away from the face. Volunteers who are inappropriately dressed will not be allowed to serve.
13. The Lawrence Humane Society will send all organizations a post-visit survey within 48 hours of their visit. Checking the box below signifies your agreement to complete this survey:

**Our organization agrees to complete the post visit survey within one week of our visit.**

**OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_

APPROVED:                      YES                      NO

## GROUP APPLICATION

Please complete this page and return either in person or send via email to [volunteer@lawrencehumane.org](mailto:volunteer@lawrencehumane.org).

**CONTACT PERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**REQUESTED DATE:** \_\_\_\_\_

**SECOND CHOICE:** \_\_\_\_\_

**GROUP SIZE\*:** \_\_\_\_\_

**AGE RANGE\*\*:** \_\_\_\_\_

\*Total Group Size is Limited to 15

\*\*The minimum age for group members is 10 (7 for a tour)

**Type of visit requested (circle one)**

TOUR

SERVICE DAY

**Time of Day (circle one)**

10a – 1p

12p – 3p

2p – 5p

OTHER

If you selected "Other," please specify : \_\_\_\_\_

**I have read the group policies stated above. By signing this document, we agree to abide by these policies should this application be approved, and understand that failure to follow these policies may result in our group service request being cancelled and/or future requests being denied.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_