



## How To Become A Volunteer For Colorado Beagle Rescue, Inc.

4755 W 102<sup>nd</sup> Pl  
Westminster CO 80031-2321  
303-795-8331

Colorado Beagle Rescue, Inc. is a non-profit, tax-deductible, tax-exempt organization dedicated to the welfare of the Beagle breed. CBR has no paid employees and relies entirely on volunteers. CBR's only source of income is donations.

CBR is always looking for dedicated people who are willing to commit time to do some volunteer work for our organization.

Volunteers can be as active as they wish and can dedicate as much time as they have to share. Each volunteer selects the task(s) he or she wants to do.

Most volunteer jobs require that you live in the greater Denver, Colorado area. People who live outside of this area can help us by doing important tasks from home. These include mailings, answering e-mails, making phone calls or supporting our web site.

CBR currently needs volunteers for all of the tasks listed below. Each task listed is followed by a brief description. If you require additional information, you may call CBR at 303-795-8331.

### Volunteer Tasks

**Do home checks.** You go to a prospective owner's home to make sure it is a suitable home for a Beagle. A checklist, to assure that the home is Beagle proof, is supplied for you, or you can print it out from our web site.

**Foster a dog.** If a family is not available to adopt a dog, or a dog must be removed from a shelter to prevent it from being euthanized, the dog is placed in a foster home until an adoptive family is found. Foster care may last from one day to several weeks. The foster family pays for the dog's food, and, with prior approval, CBR pays for all necessary medical expenses. The foster family has first choice at adopting the dog. There is always an urgent need for more foster families.

**Do graphic design.** Design the artwork for CBR's printed forms, brochures, mailings, handouts, newsletter, etc.

**Do computer work.** Program and/or maintain CBR's computer systems, database and/or Web site. This is an area where we particularly need support. If you love computers, here is the task for you.

**Do secretarial work.** Write letters, take minutes at the CBR volunteer meetings, mail information packets to families adopting a dog, collate packets, and coordinate pet expos and showcases.

**Do mailings.** When CBR does a mass mailing, the information must be folded, envelopes stuffed, stamped, and preprinted labels attached. All supplies are provided. This can be accomplished from your home.

**Make phone calls.** You will receive information explaining what to say to families who want to relinquish or adopt a dog. You will also talk to people asking general questions. Occasionally follow-up calls are made to CBR owners, and you are also needed for this. This can also be accomplished from your home.

**Answer e-mails.** You will receive information explaining how to respond to families who want to relinquish or adopt a dog and to people who ask general questions. This can be accomplished from your home, if you have Internet access.

**Work at the annual picnic.** Each summer CBR holds a picnic for all CBR dogs, their families, and all volunteers. Help is needed with planning the picnic. Setting up/cleaning up the picnic site, organizing contests and games, and requesting donations from vendors and merchants for our bazaar and auction items.

**Work at the annual garage sale.** Each summer CBR holds a large garage sale to raise funds. Anyone can donate items for the sale, but they must price the items and get them to the site of the sale. Volunteers are needed to set up/clean up and assist customers. Lunch is provided for the garage sale volunteers.

**Transport a dog out of state.** CBR does not ship dogs. Drivers are needed when a dog must be moved from Denver to another state. CBR is trying to establish a relay system or "Beagle Shuttle", so no driver has to drive too far. Mileage will be reimbursed by CBR.

**Transport a dog from a shelter to a foster home.**

When a shelter calls with a Beagle that is going to be euthanized, CBR has to get the dog to a foster home immediately. Can you help by being a "Minuteman" or "Minutewoman"?

**Transport a dog to the hospital to be spayed/neutered.**

If a foster family or guardian is unable to take his or her dog to the hospital, someone is needed to transport the dog. An unwanted pregnancy could result from delaying this.

**Represent CBR at pet showcases or expos.** Several times a year there are pet showcases and expos, in the Denver/Boulder/Colorado Springs and Fort Collins areas, in which CBR participates. You will be taking your Beagle to the event, meeting people, showing off your dog, distributing information, and asking for donations. You may attend as many of these events as you want.

**Do fund raising.** CBR needs ideas and assistance in fund raising. All new ideas, even those you may feel are a little off the wall, are appreciated and will be discussed for viability.

**Do screen-printing.** To raise funds, CBR has T-shirts and sweatshirts available. Someone is needed to print the CBR logo on these shirts.

**Work on the newsletter.** CBR needs your stories, poems, photographs, humorous tales, experiences, training tips, legislative updates, book reviews, drawings and a dedicated veterinarian who will donate a column.

**Work on the calendar.** Do you have a picture of your Beagle that the world should not be deprived of? CBR needs it for our new calendar to help raise funds. We also need happy hands and minds to make this a reality.

**Exchange dog sitting with another beagle's family.** Contact CBR for information on how to participate.

**Do other tasks.** Any other talents or skills you have that may be helpful to CBR. You could be the person who could take over one of these vital tasks.

**What is a volunteer?**

There is no such thing as "just a volunteer". As a volunteer, you become a member of a team working to accomplish a mutually agreed upon goal. You have volunteer rights, for the valuable time and energy you contribute, which entitle you to:

- Be fully informed about the organization's policies and procedures.
- Receive guidance, suggestions and feedback.
- Receive a clear job description.
- Determine how you will accomplish the task.
- Be treated as a part of our CBR family.

- Say, "I don't know" or "I don't understand".
- Say, "no" without feeling guilty.
- Change your mind.
- Be treated with respect.
- Be listened to and taken seriously.
- Ask for what you need or want.
- Express your feelings or opinions.
- Receive formal and informal recognition.
- Be honestly informed of reasons if your volunteer service is terminated.

Offering to volunteer entitles CBR to expect you to:

- Consider your volunteer assignment as a commitment.
- Adhere to your job description.
- Attend volunteer training, when provided or necessary.
- Follow policies and procedures established by the organization.
- Be supportive of the organization and its members.
- Accept suggestions without becoming defensive.
- Maintain confidentiality in all issues where it is appropriate.
- Report your progress on a task to the organization.
- Follow through.
- Give honest and adequate notice before leaving an assignment.

**To become a volunteer**

To volunteer your help to CBR, please contact CBR at 303-795-8331.

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4755 W 102<sup>nd</sup> Pl  
Westminster CO 80031-2321

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[www.ColoradoBeagleRescue.org](http://www.ColoradoBeagleRescue.org)



Colorado Beagle Rescue, Inc.  
**Volunteer Application**

If you want to become a volunteer for Colorado Beagle Rescue, Inc., please complete the information below and return this form to:

Colorado Beagle Rescue, Inc.  
4755 W 102nd Pl  
Westminster CO 80031-2321

If there are two adults in the family who want to volunteer, include the pertinent information for each one.

Thank you for volunteering.

**Please print all information.**

Date This Form Is Completed: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**For Adult 1:**

**For Adult 2:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Pager: \_\_\_\_\_ Pager: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

**Circle the area(s) where you or any family member want to volunteer.**

- |                        |  |  |
|------------------------|--|--|
| A. Do home checks      | H. Answer emails                                       | O. Transport a dog to the hospital to be spayed/neutered |
| B. Foster a dog        | I. Work on the newsletter                              | P. Represent CBR at expos/showcases                      |
| C. Do graphic design   | J. Work on the calendar                                | Q. Do fund raising                                       |
| D. Do computer work    | K. Work at annual picnic                               | R. Do screen printing                                    |
| E. Do secretarial work | L. Work at annual garage sale                          | S. Exchange dog sitting with another beagle's family     |
| F. Do mailings         | M. Transport a dog out of state                        | T. Any other tasks (specify in Comments)                 |
| G. Make phone calls    | N. Transport a dog from the shelter to the foster home |  |

**If you have any children living at home, please specify their names and ages on the reverse side. If you have any pets, please specify each pet's breed and age on the reverse side.**

**Comments:** (Please use the reverse side.)