

## Colorado Beagle Rescue, Inc.

PO Box 2704  
Littleton CO 80161-2704

303-464-9403  
www.ColoradoBeagleRescue.org

### Volunteer Application

#### For CBR Use Only

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

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

Contacted By: \_\_\_\_\_

Results of Contact: \_\_\_\_\_

If you want to become a volunteer for Colorado Beagle Rescue, Inc., please call 303-464-9403 and leave a message. You will be contacted by a CBR volunteer to discuss how you want to volunteer. Then complete the information below and return it to the address above.

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

Thank you for volunteering.

#### PLEASE PRINT ALL INFORMATION.

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

#### For Adult Volunteer 1:

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

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

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

Personal Email: \_\_\_\_\_

Work Email: \_\_\_\_\_

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

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

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

#### For Adult Volunteer 2:

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

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

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

Personal Email: \_\_\_\_\_

Work Email: \_\_\_\_\_

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

#### Circle the area(s) where you or any family member wants to volunteer.

Do home checks

Answer emails

Represent CBR at  
expos/showcases

Transport dog to hospital  
to be spayed/neutered

Foster a dog

Work on newsletter

Do fund raising

Transport dog out of state

Do computer work

Work on calendar

Do graphic design

Transport dog from shelter  
to foster home

Make phone calls

Work at annual picnic

Do screen printing

Any other tasks (specify  
in Comments)

Work at annual garage  
sale

Exchange dog sitting with  
another beagle's family

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.).

Colorado Beagle Rescue, Inc.  
**Detailed Volunteer Opportunities**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

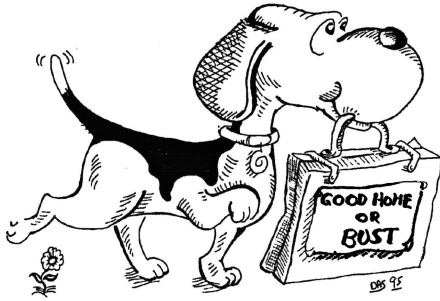
Volunteer Project	X (Yes)	Job Description
<b>CBR Garage Sale</b>		Be the host volunteer (hold the garage sale at your home). Currently it is being held at Carol Larmore's home in Westminster.
		Pick up items from people who wish to donate items and cannot take them to the host home.
		Price items for the garage sale at the host home a few days before the sale.
		If you would like to bake something to sell at the garage sale, contact the garage sale's host.
		Set up the garage sale. We start setting up around 6:00 AM, and the sale begins at 7:00 AM. Lunch will be provided by CBR.
		Work at garage sale during the day (volunteer however many hours you can). We usually go until 3:00 or 4:00 PM.
		Clean up after garage sale (includes gathering items left over and getting them ready for pick up by a charity).
<b>CBR Annual Picnic</b>		Request donations from vendors to be used as prizes for games and auction (gift certificates, dog related items such as toys, food, etc. or any other item vendor wishes to donate i.e. Barnes & Noble books, restaurant gift cards). Carol Larmore will provide you with a letter telling the vendor about the event and literature regarding CBR.
		Keep a running count of who has responded to the picnic invitation (how many people are coming and how many beagles) so the caterer knows how much food to make.
		Obtain desserts (cookies, brownies) and bottled water donated from Kings, Safeway, Albertson's or Whole Foods.
		CBR Merchandise (Beagle Rescue Trading Post). Do 1 to 2 hour shifts manning the post.
		Set up (tablecloths on picnic tables, decorate with balloons and posters, be sure restrooms have toilet paper and soap, multiple water dishes for dogs and water, set up Beagle Rescue Trading Post). Bring a cooler or two with ice for the bottled water.
		Help with raffle and games (games include best costume, best trick, musical plates, any other ideas are welcome).
		Clean up after picnic (check grounds for dog poop, pick up trash, load up any left over food items).
<b>CBR Calendar (Date to be determined)</b>		Form a committee.
		Get pictures of rescue beagles with story of how they came to CBR program.
		A 12 month calendar is a better seller.
		Get helpful hints regarding a dog for each month.
		Investigate a company or individual that might be able to assist us with printing calendars (to donate their services or give us a substantial discount).
		Create a smaller calendar rather than 9" X 11".
<b>CBR Newsletter (April and October)</b>		Have a group of people come up with the content of the newsletter. Work on articles to place in the Bugler (ideas for your beagle's problem behavior, rescue stories, poems, jokes, pictures, etc.)
		Investigate a printing company or individual to print the newsletter. Ask them to donate their services or give us a substantial discount. Note the majority of newsletters are sent by email.

<b>Volunteer Project</b>	<b>X (Yes)</b>	<b>Job Description</b>
<b>Rescue Phone Calls</b>		Check rescue lines on a daily basis and answer calls from people who need information about adopting or relinquishing a beagle. Some calls are from people who just want information on CBR or who may be having problems with their beagle and want advice. Always tell them about the CBR website at <a href="http://www.coloradobeaglerescue.org">www.coloradobeaglerescue.org</a> . If you aren't sure what to tell them, let Carol know and she can help.
<b>Answering Email</b>		Check emails on a daily basis and respond by email or phone call. If you are not sure what to tell the person, let Carol know and she can help.
<b>Foster Family</b>		Foster families are always needed!!!! 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 food. CBR pays for all the medical expenses.
<b>Fundraising Activities</b>		Visit your local Petco or PetsMart store to discuss CBR and the beagle breed (once a month for 2 hours). Attend Petco dog washes, Barnes & Noble Christmas gift wrapping, bake sales (this is good for children wanting to do something), offer CBR T-shirts and sweatshirts for a donation.
<b>Data Entry</b>		Keep the CBR database up to date using Microsoft's Access. This includes entering the beagles that come into CBR, who relinquishes them and who adopts them from CBR.

Name of the CBR volunteer with whom you discussed volunteering and the discussion date:

Volunteer name: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail these completed forms to:  
Colorado Beagle Rescue, Inc.  
PO Box 2704  
Littleton CO 80161-2704



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

PO Box 2704  
Littleton CO 80161-2704

303-464-9403  
[www.ColoradoBeagleRescue.org](http://www.ColoradoBeagleRescue.org)

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 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 303-464-9403.

### 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, or send mass emails with Constant Contact. If you love computers, here is the task for you.

**Do secretarial work.** Write letters, take minutes at the CBR board and volunteer meetings and co-ordinate pet expos and showcases.

**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. Follow-up calls are made to CBR families. This can 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, requesting donations from vendors and merchants for our Beagle Trading Post and auction items, and taking pictures at the picnic.

**Work at the annual garage sale.** Each spring CBR holds a large garage sale to raise funds. Anyone can donate items for the sale, but they should 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 has to 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. A newsletter is created in the spring and in the fall.

**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.

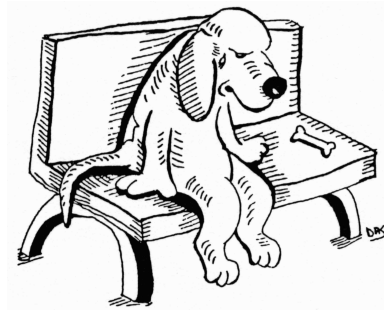
### To become a volunteer

To volunteer your help to CBR, please contact CBR at 303-464-9403.

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**Won't you share your home with me?**