



# Volunteer Hours Form

## Documented 40-Hours Volunteer/Work Experience At a Veterinary Practice OR Approved Equivalent Activities

To be completed and emailed by the veterinary clinic/facility to:

- [admissions@saskpolytech.ca](mailto:admissions@saskpolytech.ca)

*Documentation submitted by the applicant is not accepted.*

### Objectives

- Introduce applicants to the veterinary industry and the role of veterinary technologists.
- Ensure applicants understand the academic, physical, emotional, and teamwork demands of the profession.

### Applicant Instructions

- Volunteer hours must be completed within **5 years** of your intended start date and submitted by **August 1**.
- All hours must be completed at **one veterinary clinic** to ensure meaningful orientation.
  - Employment hours may be used if they include orientation to the RVT role.
- The clinic must submit the completed form **directly** to Sask Polytech.
- A list of Saskatchewan veterinary clinics is available at:
  - [SVMA Veterinary Practices – Saskatchewan Veterinary Medical Association](#)

### Clinic Information/Instructions

- Volunteer hours are independent of Sask Polytech; **applicants are not covered** under Sask Polytech insurance.
- This form may be signed by a **licensed veterinarian** or a **Registered Veterinary Technologist**.
  - Hours must reflect activities **directly supervised** by one of these professionals.
- Submit completed forms to [admissions@saskpolytech.ca](mailto:admissions@saskpolytech.ca) by **August 1**.

### Equivalent Activities

General Guidelines:

- All equivalent activities must be **pre-approved** by the Program Head.
- Designed for applicants unable to access a veterinary clinic and to reflect the diverse

career paths in veterinary technology.

- These activities may contribute **up to 20 of the 40 required hours**, unless otherwise stated below.

## Education, Agriculture & Animal Research

### Post-secondary Education:

- Relevant education (e.g., BSc in Animal Bioscience) may count toward volunteer hours.
- Credit: 10 hours per 30 credit units (up to 60 credit units for a maximum of 20 hours).
- Documentation: Official transcript or department letter.

### Agriculture Work/Volunteer:

- Accepted areas of experience include:
  - Food animal production (e.g. dairy, swine, poultry)
  - Specialty livestock/non-food animal industries (e.g. equine, alpaca)
  - Animal Care and Husbandry clubs (e.g. 4-H, pony club, kennel club)
- Requires a signed letter including:
  - Facility details
  - Total hours completed
  - Duties performed
  - Relevance to the RVT role
  - Signature of a relevant supervisor

### Animal Research Experience:

- Must be completed at a Canadian Council of Animal Care (CCAC) certified lab
- Requires a signed letter including:
  - Facility details
  - Total hours completed
  - Duties performed
  - Relevance to the RVT role
  - Signature of a relevant supervisor

## Veterinary Outreach and Shelter Work

### Community Outreach Clinics:

- May contribute up to the full 40 hours

- A veterinarian must be present and performing veterinary duties (e.g. wellness exams, vaccines, treatments, surgery).
- Accepted examples:
  - Canine Action Project
  - WCVN Northern Engagement & Community Outreach
  - Other community outreach clinics meeting requirements (subject to approval)
  - Requires a signed letter including:
    - Facility details
    - Dates and locations of outreach
    - Total hours completed
    - Duties performed
    - Relevance to the RVT role
    - Signature of a relevant supervisor

#### Shelter/Clinic Combination

- May contribute up to 40 hours
- At least 20 hours must be completed in the clinic; remaining hours may be in the shelter
- Requires a signed letter including:
  - Facility details
  - Clinic hours completed
  - Shelter hours completed
  - Duties performed
  - Relevance to the RVT role
  - Signature of a relevant supervisor

## Documented 40-Hours Volunteer/Work Experience at a Veterinary Practice

**To be completed and emailed by the veterinary clinic/facility to:**

- **admissions@saskpolytech.ca**

*Documentation submitted by the applicant is not accepted.*

Applicant Name:	
Veterinary Clinic:	
Clinic Address:	
Clinic Email:	
Clinic Phone:	
Clinic website:	
Volunteer Dates*:	

*\*Must be within 5 years of expected admissions date.*

Please indicate which activities, duties, experience or observations have been completed by the applicant:

	Animal Restraint	Husbandry	Exams	Euthanasia	Reception, Client Communication	Anesthesia, Surgery, Dentistry	X-ray, Diagnostics
Participated							
Observed							
Discussed							
Other/Comments:							

This is to certify that the above-named applicant has spent \_\_\_\_\_ hours (number of hours required as part of the applicant's application) at the clinic either participating in and/or observing the role of a veterinary technologist. I feel that he/she was exposed to the daily routine of a veterinary facility and the roles and responsibilities of veterinary team members and has a good understanding of the roles and responsibilities of a veterinary technologist.

Veterinarian/RVT Name (Please Print): \_\_\_\_\_

Veterinarian/RVT Signature: \_\_\_\_\_

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