

# Volunteer Guidelines

## General Guidelines:

- All volunteers must fill out a volunteer application.
- Volunteers must have proof of a CURRENT tetanus booster or signed a waiver.
- Always wear a volunteer name tag while volunteering. They are located near the sign in sheet. BE SURE TO PUT IT BACK BEFORE YOU LEAVE.
- **ALWAYS SIGN IN!** If you don't sign in, we cannot verify your hours.
- Attire: **LONG PANTS**, sturdy shoes or boots, t-shirt or long sleeves.
- Please do **NOT** wear tank tops, skirts, high heels, open-toed shoes or slip on shoes, and offensive text and/or graphics.
- Bags, purses, jackets, cell phones, or any personal belongings can be stored behind the front desk in the lobby. If you keep your cell phone on you, make sure it is on silent while volunteering. If you must take a call, please place the animal you are currently with back in his/her kennel before answering. The animals need your full attention.
- **Please park on the grass located beside the road. Leave the parking lot open for potential adopters.**
- **DO NOT LEAVE (in your vehicle) WITH ANY OF OUR DOGS UNLESS YOU ARE EXPLICITLY AUTHORIZED TO DO SO.**

## Volunteers:

- Ages 15-17 must be accompanied by a parent or guardian at all times.
- Must be kind and respectful to the shelter staff and customers.
- Volunteers may not answer questions a customer may have. ALWAYS ask an employee for assistance.
- Sanitize your hands before and after handling each animal.
- Make sure cage/kennel cards do not get mixed up.
- If an animal gets loose, and you cannot catch it, please ask an employee for assistance.
- If you notice an animal that may need medical attention, please notify the staff. If you receive a deep scratch or bite, notify the staff IMMEDIATELY.

## Receiving Area:

- Please keep the cages closed, unless you have permission from an employee.
- Customers are not allowed to be in receiving area unless authorized by an employee.

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### **ICU/Quarantine**

- Only staff is allowed in ICU and quarantine.
- Do NOT enter unless specifically asked by a staff member.

### **Catroom:**

- Please keep the cats in the catroom at all times. DO NOT TAKE CATS OUT OF THE ROOM!!!
- Please do not take cats out of the cages. They are in there for a reason.
- If you see a fight break out between cats, come get one of the staff members. A hiss or a swat every now and then is fine, but a full contact fight needs to be notified to an employee.
- If you notice any medical issues such as sneezing, coughing, or anything that looks wrong, please notify a staff member as soon as possible.

### **Dog Kennels:**

- Only dogs over 4 months of age can be walked in the grass. All puppies under 4 months of age must be taken to the patio area in one of the pens to play with.
- Do NOT mix dogs that are in different kennels.
- All dogs MUST be wearing a harness when being walked outside of the shelter premises. NO EXCEPTIONS.
- Please be sure to place latch back on gate after placing the dog in his/her kennel. This prevents dogs from escaping.

**If you are unsure of something, please ask a staff member. We would rather you ask a million questions opposed to assuming and doing something incorrectly. 🙄**

Lastly, thank you so much for volunteering your time with our fur-babies!!! ❤️