



General Guidelines for Volunteers

Volunteers:

- Must fill out the volunteer application. PLEASE READ THE BOTTOM SECTION CAREFULLY BEFORE YOU SIGN! We cannot be responsible for any injuries or accidents that occur while you are here on the premises!
- Must let a staff member of volunteer in charge know you are here upon arrival.
- Must record hours in volunteer book. Volunteers completing hours for Beta Club and Honor Society are responsible for keeping up with their own hours and getting the proper documentation.
- Must be accompanied by a parent or guardian if under the age of 18.
- Should not be here during off hours. The Adoption Center opens at 11AM on Wednesdays, Thursdays, Fridays, and Sundays; and 10AM on Saturdays. Volunteer hours are from 11AM-3PM every day, but Tuesdays.
- Must practice good hygiene, including washing your hands after restroom visits, and in between visits with animals. Germ control is extremely important!
- Must dress appropriately and safely. Please wear clothes that will cover your body (no short shorts, no low-cut shirts, no flip-flops, etc.) You will be seen by the public and you will get dirty here!
- Should take breaks in Break Room or outside, rather than in the lobby.
- Should be friendly and helpful to staff, volunteers, and the public. If you are in the lobby and someone comes in, ask them how you can help them.
- Must know your limitations and be able to ask for help when needed.
- Must report all injuries (human and animal) to staff or seasoned volunteer IMMEDIATELY!! Safety always comes first!
- Must RESPECT all other volunteers and staff, even if you disagree with them.
- Must RESPECT all the animals, as well as the equipment you are using while you are here. Try hard not to be wasteful with water, cleaning products, etc. These things all cost money, and we don't want to take away from the animals.
- Must value their role in the organization! You are making a difference, whether you are working directly with the animals, or behind the scenes making fliers or stuffing envelopes. Everything you do can help an animal, so be proud of that!
- Should strive to do as much as you are able, using your talents and skills. Please do not compare yourself to what other volunteers are doing – each one has different circumstances in their lives!
- Must enjoy your service. If you are not happy with what you are doing, you won't continue to come, we need you! Please talk to Chastity Chapman, Director, or Melissa Craft, Volunteer Coordinator, or any staff or seasoned volunteer you feel comfortable with if you encounter a problem. There are many

volunteering opportunities and you should find one that makes you happy. Your payment is your satisfaction from helping those in need.

- **Dog-walkers** must work with a dog-walking mentor before walking dogs on their own. You must follow dog-walking guidelines carefully when walking dogs. Current dog-walking mentors are Alex Neal and Doug Housh.
- **Office workers** must work with an office worker mentor before beginning this duty.
- **Foster care providers** must complete additional paperwork and contact our foster care coordinator, Chastity Chapman.
- **Special Event Volunteers** have additional duties. Please let me know if you are interested, as we are in great need of volunteers here.

Do what you love, lover what you do!
Thank you for caring for the animals!

You have never really lived until you've done something for someone who can never repay you.
--Unknown

No act of kindness, however small, is ever wasted.
---Aesop