

CONGRATULATIONS ON BECOMING A VOLUNTEER!!!!

VOLUNTEER ORIENTATION CHECKLIST

Please know that we APPRECIATE your valuable time, energy and willingness to Volunteer! You are a valuable asset to our team! The animals, the staff and the town THANK YOU!

We want to protect you, the shelter and the town. So please pay close attention to your orientation and initial as we go through each item with you. Please do not hesitate to ask questions...we always value your input!

All Incidents must be reported to the Director or Supervisor on Site. A written report will be required with your signature. _____

Please note that Volunteers can be dismissed due to consistent tardiness/no show, not wearing uniform, rule breaking, fowl behavior, etc _____ This is not an all inclusive list. If a staff member feels your behavior is inappropriate we will discuss it with you as accordingly. _____

DOGS

Volunteers are NOT permitted inside DOG CAGES with DOGS AT ANY TIME _____

Blue Door to Playyard must be completely shut when taking dog out _____

No outside food or treats to be given _____

Do NOT Put fingers/hands inside/under cages at ANYTIME _____

Only one Dog out at a time(unless otherwise given permission) _____

Permission must be obtained before walking any dog _____

Dogs must be walked on leashes while out in front _____

Do not bear hug dogs while walking/playing with them _____

Walker must clean up poop after dog _____

Volunteer must put all dog toys in bucket when done playing outside _____

You must stay on Animal Shelter Property with dogs _____

Shown how to properly put a dog on leash from cage _____

Shown how to properly secure dogs while cleaning cages _____

Learned how to clean and disinfect cage back & scoopers disinfected _____

Learned how to clean and disinfect cage front _____

Water buckets must be cleaned/filled/bedding & toys replaced _____

Shown where dog toys & clean bedding are _____

Shown where dirty items go _____

CATS

Some cats are temperamental please ask a staff member before handling_____

Please get updated to the cats each time you volunteer: some go on medications and can not be let out or handled_____

Mama cats and her kittens are to only be handled by staff unless you have specific permission_____

Permission must be granted by a staff member to let cats out of cages_____

No outside food is to be given _____

Shown how to properly secure cats while cleaning cages_____

Learned how to clean and disinfect cage_____

Cat bowls, litter boxes and bedding filled replaced or cleaned_____

Shown where cat toys/litter/ clean bedding are_____

Shown where dirty items go_____

OTHER ITEMS TO BE COMPLETED

There are times at the Shelter where we could use extra help on top of the normal routines. Some of these items would include greeting people in the lobby, filling the kitty litter/cat food bins, mopping&sweeping floors, emptying garbage/recycling bins, putting laundry on, folding laundry, answering phones, cleaning up any leftover Dog poop outside, cleaning other critter cages and lots of other things . _____

OTHER VOLUNTEER COORDINATOR POSITIONS

We have specific Volunteer Coordinator Positions Available Also. These Positions are for Someone who is interested in working Hands On to gain experience with Handling Animals, Marketing, Management, and Customer Service Skills ETC. These positions would be working directly with the Director and Supervisor. These positions look excellent on Resumes and allow you to gain skills in a Town Work Environment.

We are Currently Seeking a Volunteer Cat Outreach Coordinator:

Responsibilities include> Orientating new Volunteers- Recruiting New Volunteers- Helping to Organize/Participate at Fundraisers and some Management of Volunteers
This position requires about 10 hours a week.

We are also looking for a Volunteer Greeter/Animal Handler: Responsibilities include> Welcoming guests into the Shelter, Determining their needs, assisting them through the Shelter and Thanking them for Visiting as they exit. This position is available everyday, however our primary hours needed are Thursday 3-7, Friday 1-5, Saturday 11-3 and Sunday 11-3.

Staff/Volunteer Member Conducting Orientation_____Date_____

Volunteer(Print Name)_____Date_____

Branford Animal Shelter
749 East Main St
Branford, CT 06405
203-315-4125
203-315-3851 Fax
animalshelter@branford-ct.gov

VOLUNTEER APPLICATION

Thank You For Choosing to Volunteer With Us!

Name_____Date_____

Phone_____Cell/Work_____

Email Address_____Age_____Birthdate_____

<AN ADULT MUST ACCOMPANY Volunteers under the age of 16>

References:

Name_____Relationship_____Phone_____

Name_____Relationship_____Phone_____

EMERGENCY CONTACTS:

Name_____Relationship_____Phone_____

Name_____Relationship_____Phone_____

Hospital Preference_____

Do you have any allergies or other ailments we should be aware of? Y or N
Please Explain if answered Yes

Understanding Our Volunteers

Do you have any pets or have you in the past? _____

Have you volunteered anywhere before/if so where? _____

What areas of volunteering interest you?

Walking Dogs Cleaning Socializing with cats Bathing Dogs Fundraising

Other _____

What do you hope to gain from volunteering? _____

Do you have any special skills or job training that would be useful as a volunteer? Some examples: Computer Training, Painting, Animal Behaviorist etc _____

Have you ever been convicted of a crime/felony? Y or N

Explain _____

VOLUNTEER RESPONSIBILITIES

We truly value you as a Volunteer and we depend on you to make our Shelter Successful! Just as in any normal operating business, we need scheduling, evaluating and consistent training and updating for our volunteers. Some of our Volunteers responsibilities include:

Scheduling Yourself A week or More in Advance-That way we can count on your help!
(Please note we reserve the right to determine volunteer hours and shelter needs)

Calling if you can't come in- So we can schedule another volunteer in your place!

Wearing your uniform-We will provide you with our Volunteer T Shirt and you should wear black or khaki pants/shorts and sneakers.

(Short Shorts/Skorts/Ripped/ Graffiti pants/Jeans are not acceptable)

Code of Conduct: We are in a Public Town Facility. We expect that you will act in a responsible manner, treat everyone equally & fairly, work as a team, communicate successfully and always feel free to ask questions or provide feedback. We reserve the right to terminate your Volunteer Privileges should you not conduct yourself in a reasonable manner.

Volunteer Signature _____ Date _____

Guardian Signature _____ Date _____

Director/Supervisor Signature _____ Date _____

