

**JUNIOR VOLUNTEER HANDBOOK FOR THE HENRY COUNTY HUMANE SOCIETY-GENESEO**

06/13

DO YOU HAVE THE FOLLOWING QUALIFICATIONS TO BE A JUNIOR VOLUNTEER AT THE HENRY COUNTY HUMANE SOCIETY-GENESEO:

Loving

Patient

Caring

Committed

Helpful

Cheerful

Dependable

Fun

Energetic

Obedient

Loyal

Problem Solver

Polite

Devoted

Enthusiastic

Motivator

Go the Extra Mile

Efficient

Understanding

Generous

Giving

Good Listener

Reliable

Team Player

Warm

Valuable

Cooperative

Compassionate

Approachable Empathetic

**Daily Cat Task Checklist:**

­­­\_\_\_\_ 4:00 p.m.-Scoop litter boxes

\_\_\_\_ 5:30 p.m.-Scoop litter boxes

\_\_\_\_ Spray and wipe surfaces, walls, tables

\_\_\_\_ Moist canned food for the inside cats

\_\_\_\_ Clean any messes you find

\_\_\_\_ Fill litter bins

\_\_\_\_ Fill food containers if needed

\_\_\_\_ Wash dishes & litter scoops

\_\_\_\_ Clean & sanitize sinks

\_\_\_\_Clean air conditioner filter

\_\_\_\_Clean dehumidifier filter

\_\_\_\_ Fill water & food bowls

\_\_\_\_ 5:00 p.m.-Give medications

\_\_\_\_ Make Tylan water when applicable

\_\_\_\_ Sanitize cages & carriers

\_\_\_\_ Check collars

\_\_\_\_ Check latches on cages

\_\_\_\_ Take garbage out

\_\_\_\_ Evaluate kitten & cats

\_\_\_\_ Count kittens in west room

**\*Leave note if litter or food is getting low**

**Daily Dog Checklist:**

\_\_\_\_4:00 p.m.-Feed dogs

\_\_\_\_Walk dogs for 20 minutes minimum

\_\_\_\_Yard time for dogs that are not walked

\_\_\_\_Clean up dog yard, runs and dog park

\_\_\_\_Add water to bowls if needed

\_\_\_\_Give medications if needed

\_\_\_\_Clean air conditioner filter

\_\_\_\_Clean Kuranda beds if needed

**Closing Duties:**

**Cats:**

\_\_\_\_ Check food & water

\_\_\_\_ Check food & water in cages

\_\_\_\_ Check latches on cages

\_\_\_\_ Check heat or air

\_\_\_\_ Turn off lights

\_\_\_\_ Lock cat room & porch

**Dogs:**

\_\_\_\_ Check water bowls

\_\_\_\_ Check latches on dog runs

\_\_\_\_ Check heat or air

\_\_\_\_ Lock dog runs & outside gate

**Shelter Operations**

1. The intake of all animals MUST be approved by shelter manager!
2. All visitors must be greeted when they walk in the door and you must ask how you can help them. Do not assume that they are familiar with the shelter and know how the shelter operates
3. If someone comes and wants to release an animal tell them that you will contact the shelter manager and distract them and tell them to have a seat and go outside nonchalantly and get their license plates. You can also have them write their name down and tell them that you need to contact the shelter manager to see what she says. Any way to get information in case they leave the animal with us. It is illegal for people to abandon an animal.
4. Watch your language around visitors, junior volunteers and adults. NO PROFANITY!
5. Cell phone usage is only allowed if its shelter related
6. All operations set forth by the Shelter Manager and the Board of Directors must be followed. Do not take it upon yourself to change any shelter operations that have been established
7. Always ask before taking a dog out of his/her run and also before petting them
8. All bites must be reported to the person in charge and an accident report must be filled out
9. A tetanus vaccination is recommended, but is not required
10. When in doubt, ask for help

**Cat Room Duties**

1. Scoop at 4:00 & 5:30-west room (if kittens are present) should be scooped first. A clean scoop must be used in the main room, west room, east cages and north cages. Junior Volunteers DO NOT scoop in the cages
2. Be observant and read all signs on the cat cage doors
3. Cats are given Tylan water every other month. Tylan has a mild antibiotic in it plus helps control Giardia and Coccidia (common causes of diarrhea). There are water jugs in the bathroom and the Tylan powder is in the medicine cabinet. All cats unless they are really sick or dehydrated are given Tylan water every other month
4. Junior Volunteers are not allowed to administer medicines
5. There are food bins for the cats located inside the shelter. One in the east room, west room, main room for inside cats, main room by the door that is for the outside feral cats
6. Food for the inside cats in the main room is in the Rubbermaid storage container on the porch
7. Food for the outside cats is outside in the locked tall Rubbermaid storage container
8. If we receive donated food that is not the type we are using then it goes in the outside feral food bin or in the storage. If we receive donated food or treats that are open then we give it to the outside feral cats. We will give the inside cats treats that have not been opened
9. We do not want to fill the food containers to the top because we want to wait until they are getting low because the food may get moldy and rancid. When the container is almost empty put the food in a pail or food dish, clean out the container if necessary and add new food and add the old food on the top. The person in charge should decide whether it should be filled or not
10. There are two litter bins for the cats. One in the main room (big yellow garbage can) and one in the west room. Make sure the bins are always full with litter
11. Clumping scoopable litter is located outside in the two lengthwise Rubbermaid storage container on the side of the building
12. Make sure that there is enough litter (2 inches) in each individual litter box. When the boxes are low the litter turns into clay and is really hard to scoop and clean
13. Clumping scoopable litter is always used
14. You must ask for permission to go in the west room (when kittens are present). When entering the west room (when kittens are present) make sure you wash your hands and spray your shoes and pants with anti-fungal spray
15. Wash hands after being in the west room (when kittens are present)
16. Surfaces where the cats lie must be cleaned off daily. This includes towers, food containers, shelves, ledges, chairs and chair legs, etc. The towers must be laid on the sides and all areas must be scrubbed and wiped down. The towers must be cleaned on the shelves, under the shelves, legs, poles, etc.
17. You may use latex gloves when using the solution if you wish
18. You should wear old clothes because the cleaning solution may ruin your clothes
19. Bowls, silverware and syringes are to be washed first and then scoops. Once scoops are put in the water then nothing else can be washed in that water. After the scoops are washed the water in the sink must be drained
20. Make sure the scoop bucket is emptied in the toilet and the toilet is flushed. Refill the bucket half full and put a small amount of dish soap in it
21. Sink should be sanitized after washing scoops and litter boxes with sanitizer
22. Observe the cats and make sure if you hear a sneeze or notice illness, notify the person in charge. If you see a cat using the litter box, watch and see if they happen to have any blood in their urine or feces and notify the person in charge
23. If you notice any cats that are acting out of sorts or appear sick, or have goopy, crusty or watery eyes, notify the person in charge
24. Check cats collars to make sure they are not too tight or too loose. You should be able to get at least two fingers under the collar. Long haired cats cannot have collars
25. Cat brushes are only to be used on one cat. Each time a cat is brushed a different brush must be used and then washed
26. Cats are not to be in the bathroom or dog room
27. Check cages to make sure they are all locked or fastened
28. Make sure all food and water bowls are filled before leaving
29. If you can’t find a cat, search for them until you find them
30. Make sure windows are shut before leaving
31. Make sure fans and lights are shut off before leaving
32. Make sure all doors and gates are locked before leaving
33. The canned food drawers in the bathroom need to be checked after opening because the cats have been known to get in there and have been left in there overnight

**Dog Duties (for approved Junior Volunteers only)**

1. Junior volunteers will be interviewed by the Shelter Manager. The decision will be made on whether or not a junior volunteer is able to assist with dogs will depend on age, maturity, size and experience
2. Be observant and read all signs on the dog runs, inside and out
3. Children, junior volunteers and visitors are not allowed in the dog yard without an adult volunteer
4. Do not let the dogs out together
5. Do not let the dogs in each other’s runs
6. Feed the dogs and follow all directions on cage door for each animal. Ask questions if not sure
7. Do not get in the middle of a dog fight. Go get help!
8. Dogs that we have not gotten vet records for or ones that have not gotten a rabies shot cannot leave the dog yard
9. Observe the dogs and any unusual behaviors. For example: illness, not eating, laziness, etc. and notify to the person in charge
10. Observe the dogs when they are pooping. For example: blood, diarrhea, worms, constipated, firm, etc. and give “poop report” to the person in charge
11. Each dog run and dog yard gate must be locked before leaving
12. Clean up after dogs while on walks and in the dog park
13. Clean up the dog yard daily of feces with pooper scooper and put it in a bag and throw in the DUMPSTER
14. Pick up solid waste in the dog runs with a bag and then tie a knot and throw it in the DUMPSTER
15. If you are an approved dog walkers, you must have a cell phone and your number must be on the call sheet in the dog room
16. No smoking in the dog yard
17. Dogs must be walked for twenty minutes minimum. If dogs are in the yard, you must interact with the dogs and not just sit in the chairs
18. The dogs will be allowed two treats total, one treat at volunteer arrival and one treat when leaving for the night. When over feeding of the treats is done it has cost the shelter money in the way of treating the dogs with medicine because excess treat-giving makes the dogs sick. **NO treats will be allowed to be brought from home to give to the dogs**

**Dog Walking Procedures (for approved Junior Volunteers only):**

1. The method used for entering and exiting the dog runs is very important. Place choker on dog. Chokers should be placed on a dog’s head from the front in the shape of the letter “P” with the extra chain and lead dangling to the right side of the dog’s neck so that it releases easily. Dogs must be walked on the left side of the walker. Dogs should be encouraged to be walked on the left side of the walker. Ask someone to show you this if you do not understand. There are safety latches on each of the dog runs. They should be latched at all times. Leash the dog inside the dog run and exit the dog run with the leashed dog from the outside dog run. Do not take dogs out from the inside runs and take them through the building UNLESS the dogs are small enough to be carried
2. Avoid getting close to other dog in their runs. Always keep your dog out of reach from any other dogs (ex. shelter and public dogs). Shelter dogs cannot go to the dog park if any other dogs (shelter or public) are present
3. When walking dogs, be upbeat, encourage good walking and praise them for eliminating outside. Always keep your dog out of reach from any other dogs
4. Lead dog back inside their dog run, get in the dog run with the dog and shut latch before removing choker. DO NOT leave the choker on the dog while it is in its run
5. Open latch and back out of the dog run, watching that the dog does not slip out. Treats are helpful to divert a dog to the back of the dog run while you exit. Always finish by re-latching safety latches
6. Dog walkers should walk one dog at a time for the safety of themselves and the animal
7. Dog walkers must carry a cell phone at all times in the event of an emergency or in case the animal that is being walked is needed back at the shelter. In case of an emergency call 309-944-4868 (Shelter Manager phone) or call 911. The shelter number must be programmed in your phone
8. Volunteers must clean up feces while walking dogs or while in the dog park

**Volunteer Information**

Thanks for your interest in volunteering with the Henry County Humane Society-Geneseo. The purpose of this form is to provide contact information and to let us know about your interests and skills. Please print your information below.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any medical conditions that we should be aware of? \_\_\_\_Yes \_\_\_\_No

If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have any allergies that you feel we should be aware of (peanut butter, bee stings, etc.)?

\_\_\_\_Yes \_\_\_\_No If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a known allergy to latex? \_\_\_\_Yes \_\_\_\_No

Do you have a known allergy to cats? \_\_\_\_Yes \_\_\_\_No Dogs? \_\_\_\_\_Yes \_\_\_\_No

I am available to work at the shelter:

\_\_\_\_\_Weekdays \_\_\_\_Weekends \_\_\_\_My schedule varies

I can work the following days (circle days available):

Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays Sunday **OR**

I will have to contact you weekly with my available days

If hours are required, how many?\_\_\_\_\_

I like to work with:

\_\_\_\_Cats Only \_\_\_\_Dogs Only \_\_\_\_Both Cats and Dogs

**Please sign and return to the Person in Charge**

**JUNIOR VOLUNTEER with the HENRY COUNTY HUMANE SOCIETY-GENESEO**

**PARENTAL CONSENT/RELEASE FORM**

I/We, the parent(s) or legal guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Print Name

a minor child, do hereby consent to said child’s presence at the Animal Shelter operated by the Henry County Humane Society-Geneseo and to his/her performing functions involving the care of the animals housed at the Henry County Humane Society’s Animal Shelter, including, but not limited to, feeding and walking.

Participation in other fundraising events or organized activities sponsored by the Henry County Humane Society-Geneseo may be held off-site locations; I/We, the parent(s) or legal guardian(s), do hereby consent to said child’s presence and participation at these functions as well.

The HCHS-G makes every effort to insure the safety of our volunteers. However, accidents requiring medical attention occur. The Henry County Humane Society-Geneseo carries liability insurance and it is secondary to any insurance that our volunteers have. All volunteers agree to be personally responsible and liable for any and all injury, harm, or any other incident that may occur during and after transit to and from the Geneseo Animal Shelter.

This Consent/Release shall be effective upon my/our signature and continue until my/our written cancellation thereof.

Dated this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT YOUR NAME ABOVE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN

Emergency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign and return to the Person in Charge**

**JUNIOR VOLUNTEER with the HENRY COUNTY HUMANE SOCIETY-GENESEO**

**AGREEMENT FOR JUNIOR VOLUNTEERS**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am under the age of 18 and desire to become a Junior Volunteer with the Henry County Humane Society-Geneseo. As a volunteer, I understand and agree to the following conditions:

1. I understand that my parents must consent to my functioning as a Junior Volunteer and that they must sign the Consent/Release form giving me permission to do this. If they withdraw their permission, I understand that I will not be permitted to come to the animal shelter.
2. I understand that it is a privilege to be a Junior Volunteer and that this privilege may be withdrawn if my behavior with the animals is inappropriate or dangerous. **If an adult tells me I cannot do something, I will not do it.**
3. I understand volunteering includes many activities other than petting dogs and/or cats and I will spend at least part of my time at the shelter doing some of the work involved in caring for the animals as I am directed to do by the adult volunteers.
4. I understand that I will not walk any dogs unless given permission to do so by the Person in Charge and that I will follow all safety rules and regulations as they are explained to me.
5. I understand that no matter how careful I am and how carefully I follow all safety rules, working with animals sometimes results in bites, scratches and other injuries. If any of these accidents occur, I will immediately notify the Shelter Manager or Person in Charge and will follow their directions.
6. I understand that I will be required to tell the volunteer coordinator which days(s) I will volunteer and I will not come to the shelter unless I am on the schedule. Also, if I am on the schedule and something unexpected prevents me from coming as scheduled, I will notify the volunteer coordinator well before the time I am scheduled. This will permit a substitute to be arranged if necessary. I understand that three instances of failure to notify the coordinator may cause my privilege to be a Junior Volunteer to be withdrawn.
7. I understand that contact with animals at the shelter may cause me to get germs on my hands or clothing. If I have animals at home, I understand they should be vaccinated to prevent them from getting a contagious disease and that I should practice good hand washing techniques to prevent this and should change into clean clothes before interacting with my own animals.

My signature below indicates that I have read, understood and agree to the above statements. Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_

I, as the parent(s) or legal guardian(s) of the above person under the age of 18, have read the above conditions.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_

**Please sign and return to the Person in Charge**