

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

06/13

**DO YOU HAVE THE FOLLOWING QUALIFICATIONS TO BE A 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

Approachable

Empathetic

Compassionate

Cooperative

**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 the water 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**

**Shelter Operations**

1. The intake of all animals MUST be approved by Shelter Manager!
2. We will not adopt animals that will be allowed to roam -**CATS MUST BE KEPT STRICTLY INDOORS**at all times and **DOGS KEPT ON A LEASH OR IN A SECURE AREA WHEN BEING EXERCISED**
3. 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
4. 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.
5. Watch your language around visitors, junior volunteers and adults. NO PROFANITY!!
6. Cell phone usage is only allowed if its shelter related
7. There is a list of particular cats that have their adoption fees waived. The list is located in the dog room
8. The Dutch Fundis used to help stray and homeless animals needing medical help over and above what normal expenses that our shelter would expect to handle. A Dutch Fund animal’s adoption fee will be the same as our other animals UNLESS the animal has medication or continuous veterinarian care that is needed due to injury
9. 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
10. All bites must be reported to the person in charge and an accident report must be filled out
11. A tetanus vaccination is recommended, but is not required
12. When in doubt, ask for help

**Cat Room Duties**

1. The intake of all animals MUST be approved by Shelter Manager!
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). The mixture of powder to water is ½ teaspoon to one gallon. 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. 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
5. Meds are given at 5:00. Make sure when giving oral meds to use a different syringe for each cat. Some medicine bottles have an eye dropper in them. Do not use the eye dropper!!! Use a syringe!
6. Junior volunteers are not allowed to administer medicines
7. Moist canned food will only be given to the inside cats that need it for medical reasons
8. 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
9. Food for the inside cats in the main room is in the Rubbermaid storage container on the porch
10. Food for the outside cats is outside in the locked tall Rubbermaid storage container
11. 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
12. 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
13. 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
14. Clumping scoopable litter is located outside in the two lengthwise Rubbermaid storage container on the side of the building
15. 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
16. Clumping scoopable litter is always used
17. When entering the west room (when kittens are present) make sure you wash your hands and use anti-fungal spray, spray your shoes and pants
18. Wash hands after being in the west room (if kittens are present)
19. Wash hands after touching kittens/cats in cages
20. Wash hands after handling a cat with any illness or ringworm
21. Use gloves when necessary when a cat is ill or has ringworm
22. When giving eye ointment to the cats, use an alcohol pad to clean the tip after each use and in between giving it to each cat
23. 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.
24. You may use latex gloves when using the cleaning solution if you wish
25. You should wear old clothes because the cleaning solution may ruin your clothes
26. A different cleaning cloth must be used when cleaning the north cages and a different cloth must be used in each individual cage
27. Latex gloves should also be used to clean cages and scoop litter boxes in those cages. This will help with the spread of illness
28. If a kitten or cat is in a cage do not take them out of the cage to be held
29. All surfaces that can be wiped down and cleaned should be cleaned
30. If a container is not wipe able then it needs to be removed and washed
31. 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
32. 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
33. Sink should be sanitized after washing scoops and litter boxes with sanitizer
34. Observe the cats and make sure if you hear a sneeze or notice illness to check that cat out and keep an eye on them. If you are concerned tell the person in charge and leave a note on the desk to have morning people check on them. If you see a cat using the litter box, watch and see if they happen to have any blood in their urine or feces
35. When noticing a cat that has a goopy, crusty or watery eye, use eye wash and clean it. Leave a note for the morning med person to check the cat and they will decide whether or not to start them on eye meds. The eye meds must be given for at least 7 days. If after 3 days the eyes are not improving then they will need to be put on amoxicillin or an antibiotic similar to that. If the eyes are not improved after 7 days then the eye meds need to be switched and that may require a call to the vet
36. If you notice a kitten or cat that has been sleeping the whole time you are there, make an effort to wake them to make sure they are okay. If you notice any cats that are acting out of sorts or appear sick, put them in a cage for observation. Make sure you make them a cage card and explain who they are, the date and why we are observing them
37. 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 and it should be snug. Long haired cats cannot have collars
38. 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
39. If the cats are fighting it is best to use the spray bottle filled with water. There is one spray bottle in the bathroom and in the dog room. Make sure you grab the right bottle
40. Cats are not to be in the bathroom or dog room
41. Check cages to make sure they are all locked or fastened
42. Make sure all food and water bowls are filled before leaving
43. If you can’t find a cat, search for them until you find them
44. Make sure windows are shut before leaving
45. Make sure heat is adjusted before leaving
46. Make sure fans and lights are shut off before leaving
47. Make sure all doors and gates are locked before leaving
48. 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
49. If we have gotten a stray/feral or scared kitten/cat in, do not touch them unless you have gloves on and only if necessary. If the cat hisses at you and is defensive, leave it alone. If you are bitten by a cat and we do not have a record of its vaccinations, then the cat will have to be euthanized and sent in for rabies testing and you will probably have to be put on antibiotics. LEAVE THE CAT ALONE UNTIL IT GOES TO THE VET!!!
50. Cats stay in a cage for ten days and until all the above vet work is done with the vet and until the ringworm test is done. If the kitten is too young to have any of the above vet work is done, they will remain in the cage for 10 days anyway. The cats will be watched for signs of sickness and will also allow extra time for them to adjust to the shelter. A cat cannot be adopted or put on hold until the ringworm test is complete (typically at least ten days) AND have been to the vet and all vet work is complete
51. We will not declaw cats for a potential adopter while our vet is altering the cat

**Dog Duties**

1. All animals MUST be approved by Shelter Manager!
2. All potential dog walkers will be interviewed by the Shelter Manager and properly trained
3. 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
4. Be observant and read all signs on the dog runs, inside and out
5. Children, junior volunteers and visitors are not allowed in the dog yard without an adult volunteer
6. Visitors must sign a sheet inside if they are going outside to meet dogs. Visitors will not be allowed to walk dogs outside of the gate without a volunteer present
7. Guests should be supervised while in the dog room at all times to prevent people from sticking their fingers in cages, taunting the dogs and opening the dog run doors
8. Do not let the dogs out together
9. Do not let the dogs in each other’s runs
10. Feed the dogs and follow all directions on cage door for each animal. Ask questions if not sure
11. Do not get in the middle of a dog fight. Go get help!
12. Dogs cannot leave the dog yard or go in the dog room until the following is provided: vet records, proof of rabies shot and unaltered dogs. Dogs also have to be evaluated by the shelter manager
13. Observe the dogs and any unusual behaviors. For example: illness, not eating, laziness, etc. and notify to the person in charge
14. Observe the dogs when they are pooping. For example: blood, diarrhea, worms, constipated, firm, etc. and give “poop report” to the person in charge
15. Each dog run and dog yard gate must be locked before leaving
16. Clean up after dogs while on walks and in the dog park
17. Clean up the dog yard daily of feces with pooper scooper and put it in a bag and throw in the DUMPSTER
18. Pick up solid waste in the dog runs with a bag and then tie a knot and throw it in the DUMPSTER
19. If we receive donated food for the dogs, we accept it but may not use it depending on the food that the dogs are on. If we receive donated food or treats that are open, we accept it but will give it to a volunteer that may need it. Most of the time people have lost their pet and give us what is leftover and are already saddened so we don’t want to tell them no
20. No smoking in the dog yard
21. 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
22. Dogs cannot be adopted until all vet work is completed and is cleared by our veterinarian
23. 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:**

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 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 dogs 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
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 programed in your phone
8. Volunteers must clean up feces while walking dogs or while in the dog park

**Showing a dog to a potential adopter:**

1. Potential adopters must sign the visitor sheet that is located in the dog room and be approved to go in the dog yard by the person in charge
2. Dogs should be leashed and removed from the dog runs by a Humane Society volunteer. At no time should a potential adoptee be allowed to remove a dog from its run
3. Dogs can be taken out to the far play yard to interact with potential adopters-no other dogs should be in the yard
4. Volunteers should supervise the dogs behavior while they are interacting with potential adopters so they can identify possible aggressive behavior as well as report to the person who approves adoption applications and provide them with their observation of the dogs interaction with the potential adopter
5. If the potential adopter requests to take the dog for a walk, they must be accompanied by a dog walker. Adopters may walk ahead of the volunteer to interact with the dog one-on-one but volunteers must maintain sight of the adopter and the dog. Children must not be allowed to walk the dogs
6. Dogs must be returned to their runs by a volunteer, potential adopters should not handle the dogs
7. Guests should be supervised while in the dog room at all times to prevent people from sticking their fingers in cages, taunting the dogs and opening the dog run doors

**RULES FOR ANIMAL INTAKE AT THE HENRY COUNTY HUMANE SOCIETY-GENESEO**

**STRAYS FOUND WITHIN CITY LIMITS:**

Dogs and cats found within city limits should go to the Geneseo Pound. A Geneseo Police Officer can be notified by calling the non-emergency number at 309-944-5141. If you do not know whether an animal found is within city limits or not, call the Geneseo Police and can provide information.

**The intake of all animals MUST be approved by Shelter Manager!** With the new shelter there will be a number of animals we will be able to take and provide for and we will not be able to go over that number.

We will try and accept as many kittens as our shelter allows. If circumstances deem it possible that someone may have owned the kitten, the police should be notified of the location the kitten was found and a description of the kitten.

All kittens must be placed on the new intake list and put in a cage with proper info. The Shelter Manager will put the kittens in the computer and make the file folders along with the vet appointments.

**STRAYS FOUND OUTSIDE OF CITY LIMITS:**

Henry County Animal Control must be notified about ALL strays found outside of the Geneseo city limits. Rich or Cheryl can be contacted between 8:00 a.m. and 4:00 p.m. at 309-937-2266. In the case of dogs, before 8:00 a.m. and after 4:00 p.m. the Henry County Sheriff's Department should be called at 309- 937-3911. If no relief is provided, then we should accept the animal and notify animal control on their answering machine.

**ABANDONED ANIMALS FOUND WITHIN CITY LIMITS (FOR EXAMPLE, LEFT IN A BOX OR TIED TO A TREE):**

If an animal has obviously been abandoned, acceptance of this animal is only approved by the Shelter Manager. In case an animal might have been stolen and then abandoned, we should notify the Geneseo Police that we accepted the animal.

**ABANDONED ANIMALS FOUND OUTSIDE CITY LIMITS:**

We can accept all cats and dogs if we have room. If we accept an animal, we should notify the Henry County Animal Control in case the animal might have been stolen or abandoned. If we do not have room, dogs can go to Henry County Animal Control in Cambridge.

**ALL STRAY, ABANDONED AND LOST ANIMALS MUST BE REPORTED TO THE SHELTER MANAGER AT 309-944-4868, IN CASE SOMEONE CALLS LOOKING FOR THEIR PET.**

**OWNER RELEASES:**

All owner released animals must be coordinated with the Shelter Manager and can be reached at 309-944-4868. The Shelter Manager may have a waiting list, do not accept any animals before speaking with the Shelter Manager.

**CATS BEING RETURNED THAT WERE PREVIOUSLY ADOPTED FROM THE SHELTER:**

Owner release forms need to be filled out when returning an animal. All paperwork that was given and can be found needs to be returned with the animal. The owner release fee is $50 and must be collected at that time. Put the animal in a cage with cage card and info. Put all other papers in the folder for shelter manager with documentation saying what is going on. The Shelter Manager will do this and take care of the computer work.

**IMPORTANT NUMBERS:**

Geneseo Police: 309-944-5141

Henry County Animal Control: 309-937-2266

Geneseo Shelter Manager: 309-944-4868

**INTAKE PROCEDURES:**

1. Get permission from the Shelter Manager before accepting any animals
2. Fill out the proper form: owner release, pound release, stray release
3. Add cat or dog to list with name of animal, description of animal, location of animal if they are not at the shelter. Leave the information in the Shelter Manager’s folder
4. Put animal in a cage. Label cage card with name, date and any medicines given. This also includes distemper, flea treatment and wormer. If the animal is ill or injured, make sure that is documented on the cage card
5. The Shelter Manager will import information on the animal into the computer matching the animal number from the paper to the computer
6. The Shelter Manager will make a folder for the new animal. Any information that is given from owner or person finding the animal must go in the folder. An adoption contract, microchip form and adoption letter disclosure form must go in this folder. The Shelter Manager should do this after all computer work is done
7. The Shelter Manager or person helping to make appointments for the animals must make an appointment with the vet to be seen. Animal will be spayed or neutered, given immunizations, microchip, proper tests will be done and any health issues will be taken care of at that time
8. Give flea treatment and wormer
9. Cats stay in a cage for ten days and until all the vet work is done with the vet and until the ringworm test is done. If the kitten is too young to have any of the above vet work is done, they will remain in the cage for 10 days anyway. The cats will be watched for signs of sickness and will also allow extra time for them to adjust to the shelter. A cat cannot be adopted or put on hold until the ringworm test is complete (typically at least ten days) AND have been to the vet and all vet work is complete. A dog cannot be adopted until all vet work is complete and cleared by our veterinarian
10. A behavior chart for each dog will be made that tracks defecating, eating, exercise and drinking. If a dog is not defecating, eating, etc. record this behavior on their chart on their kennel door. Do not write on cage cards.
11. Pictures will be taken and info by Cindy Avey will be given to Sue Wolf to put on Petfinders

**ALL PAPERWORK IS TO BE PUT INTO THE FOLDER FOR THE SHELTER MANAGER BEFORE FILING!**

**ADOPTIONS**

**ADOPTIONS:**

1. Adoption application is reviewed and approved. We keep the application and notes can be made on the form. Must keep this and attach it to the adoption contract.
2. After the animal is chosen, pull the animal’s folder. Fill out the adoption contract. Find state sheets and make copies. Fill out the microchip form and we keep that form. Fill out the disclosure form and set aside along with the vet records. Make a copy of the adoption contract, state med sheets, disclosure form and puppy or kitten voucher if they are given. Ask to see the adopter’s driver’s license and compare to the application and make sure they are the same person.
3. The following items are given to the adopter:

* Adoption Contract-COPY
* HCHS-G Letter
* Vet Records
* Disclosure Form
* Owner, Pound or Finder Release Form Copy (that has personal information blacked)
* State Med Sheets-ORIGINAL
* Dog or cat info sheet
* Microchip certificate and blue microchip tag
* Avid microchip brochure
* Rabies certificate (for dogs only)
* Puppy or kitten voucher, when applicable

1. The following items are kept at the shelter:

* Adoption Application
* Adoption Contract-ORIGINAL
* Disclosure Form-ORIGINAL
* Microchip Form
* Owner, Pound or Finder Release Form-ORIGINAL
* State Med Sheets-COPY

1. Put money in locked box with note as to what the money is for. A kitten voucher deposit is collected and will be stapled to the adoption application.
2. Put stapled shelter adoption paperwork in file box for Shelter Manager to do computer information.
3. All cats must leave in a carrier. The shelter will loan a carrier if the owners do not have one. Cardboard carriers are also available for purchase.
4. If the veterinarian checkup discloses any serious illness, the animal may be returned to the humane society for a full refund within seven days and only with written certification from the examining veterinarian.

**VOLUNTEER INFORMATION FORMS**

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

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_

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

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

Retired \_\_\_\_Yes \_\_\_\_No Employed \_\_\_\_Yes \_\_\_\_No Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I may be contacted at work? \_\_\_\_Yes \_\_\_\_No Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In case of an emergency, please notify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**I have experience in the following areas/positions (circle all that apply):**

Accountant Secretary Advertising Public Relations

Salesperson Public Speaking Dog Trainer Vet Tech

Pet Groomer Computer Expert Grant Writing Web Page Designer

Photographer Plumber Carpenter Electrician

General Handyman

**I am interested in doing the following (circle all that apply):**

Walking Dogs Grooming Dogs Petting Cats Grooming Cats

Giving Medicines to Dogs/Cats Taking Dogs & Cats to the Vet

Cleaning Litterboxes Doing Shelter Laundry Putting Up Shelter Posters

Snow Removal Doing Small Handyman Repairs Painting Cleaning

Helping Organize Special Events/Fundraising Projects/Grant Writing/Etc.

I’m willing to do anything that needs to be done, just ask

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

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

**VOLUNTEER WAIVER OF LIABILITY & CONSENT FORM**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your age if under 18\_\_\_\_\_\_\_

I understand that by volunteering for the Henry County Humane Society-Geneseo (HCHS-G) that I am helping to care for the shelter animals. 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.

It is further agreed that the undersigned is fully aware of the nature and extent of the potential hazards of working within the animal shelter, and agree that the Henry County Humane Society-Geneseo shall not be responsible or liable for any loss, damage, or expense arising out of participation as a Volunteer.

I have read and fully understand the above waiver and release of liability.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If under the age of 18:

Name of parent or guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**VOLUNTEER ACKNOWLEDGEMENT FORM**

I understand that the volunteer handbook describes important information about the Henry County Humane Society-Geneseo and that I should consult with the Shelter Manager or Person in Charge regarding any questions not answered in the handbook. Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies.

My relationship with this organization is voluntary and is subject to termination by me, the Shelter Manager or the Board of Directors at any time either party believes such action to be appropriate. All operations set forth by the Shelter Manager and the Board of Directors must be followed. I will not take it upon myself to change any shelter operations that have been established. Each problem will be handled individually. Violations will be brought to each individual’s attention prior to dismissal except in the case of animal abuse or severe violations.

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.

I understand that I will be required to tell the volunteer coordinator which day(s) I will volunteer. 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 volunteer to be withdrawn.

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.

I understand that this handbook is neither a contract nor a legal document. I have received, read, understood and will comply with the policies in this handbook and any revisions made to it.

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

Volunteer’s Name Printed

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

Volunteer’s Signature Date

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