

Becoming a PCHS volunteer:

Welcome to Pickens County Humane Society. We are grateful for your wish to volunteer with our organization. Due to the nature of our facility, we do have procedures to follow before allowing your volunteer services.

Volunteers must be at least 18 years of age. Anyone interested in volunteering with PCHS must complete a volunteer application and be approved by PCHS staff. Once applicants are approved on paper, they must go through an orientation and participate in a training session, following orientation, prior to becoming an approved volunteer. All volunteer trainees will be monitored and assessed throughout the training period; therefore, their skills, qualities and interests can be utilized in the most beneficial way for the facility. Volunteers do not always provide service in the facility. Volunteers can be scheduled to help with off-site events such as, but not limited to fundraisers, festivals, etc. Volunteers are needed to be dependable and reliable. All volunteers must always be able to follow direction and instruction given by PCHS staff. Volunteers must be aware that accident or injury may occur during time of service.

Volunteers are required to purchase and wear a PCHS t-shirt during volunteer time of service. T-shirts are \$10

We greatly appreciate our volunteers and hope to see you soon!

Pickens County Humane Society Volunteer Application

Name: _____ Contact #: _____

Why do you wish to volunteer with PCHS?

What skills or qualities do you possess that make you feel like a good candidate to volunteer with this type of organization? _____

Do you understand that volunteer opportunities expand further than within our facility? Such as off-site events like fundraisers, festivals, etc. _____ Do you agree to serve as a volunteer both in the facility as well as off-site, as needed? _____

Are you aware that you will not always be "hands on" with the animals and that other tasks, that are more beneficial, may be requested of you during your time of service? _____

Do you have experience with animals? _____ if yes, personal or work related? _____

Have you ever volunteered with any Humane Society, Animal Shelter or Rescue? _____

If yes, what services did you provide? _____

Are you aware that you can spread sickness from animal to animal within the facility if you do not follow PCHS rules and regulations? _____ → ***It is very important to keep your hands washed/sanitized and not handle animals in unauthorized areas without consent by PCHS staff***

Do you understand that you can carry sickness home to your pet(s) on your clothing? _____

Are you aware that you may come in contact with sick, scared, vicious or dangerous animals? _____

Do you understand as a volunteer, you are still required to follow all rules and regulations set forth by PCHS staff? _____ Do you understand that you can be asked not to return if you do not cooperate or provide beneficial services to our organization? _____ Do you agree? _____

As a volunteer, do you understand that you will not be in direct contact with the public, or interact with public on behalf of PCHS staff? (*unless otherwise asked to do so*) _____

Are you aware that accident or injury can be encountered in this environment? _____ Do you understand that PCHS will not be held liable for any accident or injury that may occur? _____

At PCHS, we reserve the right to decline any adoption for any reason. We believe in finding our pets the most suitable home, not just a home. Do you agree with this policy and why? _____

Do you understand that although we are a NO-KILL facility, sometimes euthanasia is the most humane treatment for some animals and that sometimes we are forced to make that decision? _____

How many hours per week would you like to dedicate yourself to our organization? _____

Our volunteer times are 8am-12noon, unless you'd like to stay all day. Does this work for you? _____

➔ Morning hours are the busiest, therefore this is the most beneficial time to have volunteers

Do you believe animals should be spayed/ neutered, kept current on yearly vaccines and monthly preventatives? _____ why? _____

Volunteers are very beneficial to our program. PCHS staff has standards to uphold and you will be required to follow suit to help us provide the best, most humane care and treatment of each animal within our facility as well as cooperating to keep our facility clean.

Signature of applicant: _____ **Date:** _____

Volunteer Rules & Regulations:

- Phones are not permitted during time volunteer services are being provided
- Volunteers are required to perform tasks that are instructed by PCHS staff
- All volunteers should communicate with PCHS staff throughout their time of service
- Tasks should be completed or PCHS staff informed if unfinished prior to volunteer leaving
- Any and all supplies and/ or items used during time of volunteering should be put away in proper locations
- Do not enter "staff only" or "authorized personnel" areas
- Volunteers must wear closed toe shoes and public appropriate clothing
- Volunteers should understand that they are not to be in direct contact with the public unless asked to do so
- Volunteers are to ask PCHS staff before giving treats, beds, toys, etc. to animals
- Puppies/ kittens on "hold" should not be handled by volunteers for any reason
- Under no circumstance should volunteers handle records
- Volunteers should always be aware of their surroundings and never put themselves or others in a dangerous or hazardous situation
- Volunteers must follow direction and instruction given by PCHS staff
- At no time should volunteers be handling animals without staff approval
- If any issues are noticed with an animal, PCHS staff is to be notified immediately
- The water cooler in the kitchen is provided for volunteers, no other drinks or food will be supplied

I have read and agree to follow all rules and regulations:

Date: _____

Printed name: _____

Signature: _____

Volunteer/ PTI/ CS to do list

- Wash/ dry/ put away dishes
- Fill litter boxes (one scoop of litter)
- Put away litter boxes
- Clean drain covers
- Organize/ clean/ tidy up/ dust shelving units
- Clean restrooms
- Vacuum free-range cat room furniture
- Help walk dogs (with staff allowance)
- Empty, rinse and refill water buckets
- Refill water jugs
- Fold/ put away laundry
- Sweep ALL floors
- Clean windows
- Pooper scoop all outdoor kennels, grassy yards and trails
- Empty, rinse, refill outdoor pools and water buckets (as needed, ask staff)
- Scrub empty kennels (gates, walls, white steps)
- Socialize animals (with staff approval)
- Sweep front patio
- Rake walking trails
- Unfold newspaper
- Wash all doors (inside and out)
- Scrub walls behind cat condos in cat adoption area

****** Before leaving, return all items/ supplies back to their proper place. Notify staff of any unfinished task. ******

Pickens County Humane Society

Volunteer Agreement and Wavier Form:

In consideration of my wish to serve PCHS as a volunteer, I assume ALL responsibility for any risk, accident or injury that I may encounter. Furthermore, I relieve PCHS of any liability on my behalf while participating in voluntary activities with their organization.

By serving as a volunteer, I will provide services that are most beneficial to the organization and staff. I will only do that of which I am assigned, I agree to follow directions and cooperate with PCHS staff fully.

I understand that although PCHS is a NO-KILL facility, there are times when euthanasia is the most humane treatment of some animals. As a volunteer, I will not question PCHS staff about the euthanizing of any animal in their facility.

I further understand that PCHS reserves the right to terminate any volunteer opportunities for any individual that is not an asset to the organization or one who cannot follow guidelines set by PCHS.

I have read and agree to the contents of this release:

Printed name of participant:

Signature of participant:

Signature of Guardian:

(if person volunteering is under the age of 18)

Phone #:() _____

Date: _____