



Adopt-A-Pet, Inc.

13575 N. Fenton Rd. Fenton, MI 48430
(810) 629-0723 (810) 629-4123 Fax

www.adoptapetfenton.com

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Monday & Wednesday CLOSED

Tue, Fri, Sat 12-5 Thu 12-7

Sun 1pm-4pm

Hello,

Thank you for your interest in becoming an Adopt-A-Pet, Inc volunteer. Volunteers are what allows so many animals to be rescued, rehabilitated and rehomed.

So that we have a better idea of your preferences, expertise and available time, please complete the attached application and return it to the Center, Attention: Volunteer Coordinator.

As you look through the service preferences on the back of the application form, you will see that volunteers are needed for nearly every facet of the organization, from direct care of animals to fund raising, telephone work and special events.

After you turn in your application and indicate your areas of special interest, the volunteer coordinator will contact you. Before you decide for sure that you want to help and where, you will receive a list of volunteer jobs that gives more detail about each job function. Please keep the front part of this packet for your reference.

It's very important that you know how much your time and effort at Adopt-A-Pet will mean- not just to the animals, but also to the other volunteers who will be depending on you.

We hope you will join us in helping abused and neglected animals find a new beginning.

Sincerely,

Angela Renwick

In this packet, you will find many of the policies and procedures related to the volunteer program and to the Center. If you're considering joining Adopt-A-Pet's volunteer team, or if you've already made up your mind to join, we hope this information will be helpful. If you have a question that isn't covered here, please feel free to ask.

History

Adopt-A-Pet is a non-profit corporation founded in 1978 by Judy Neuwirth and Sue Lucas to place homeless animals. They held an open house every Sunday from 1 to 3 p.m. at the Schaefer Realty office in Fenton to facilitate their goal. At that time, other overcrowded shelters put animals to death on a certain day, even if the animal arrived the day before. Sue and Judy were given permission to take some of these animals to Fenton to find homes for them. Later, they became a foster based organization.

Today Adopt-A-Pet's center is located on 13575 N. Fenton Road in Fenton. There is a Board of Directors, members, volunteers and foster homes for the care of the animals in addition to the center. (If you are interested in fostering a pet, let us know!)

Adopt-A-Pet has rescued many animals and have prevented countless numbers of unwanted animals from being born through the spay/neuter programs. Numerous families have been provided with boundless joy and a "new best friend". In the past five years, Adopt-A-Pet has rescued and found homes for close to 4700 dogs and cats. Adopt-A-Pet offers a TNR (Trap, Neuter, Return) program that is one of the best in the state and a SNAP (Spay/Neuter Assistance Program) that is widely used in many counties.

Mission Statement

Adopt-A-Pet is a non-profit corporation. Its mission is to assist the community by providing a means to place unwanted, healthy adoptable pets in good family environments, and to increase public awareness on issues of pet care, welfare and the hazards of overpopulation. Therefore:

We pledge

- To evaluate the status of animals in society by changing the way people acquire them and how they commit to those pets who become a part of their family.
- To relieve the plight of homeless pets
- To reduce overpopulation of cats and dogs, and
- To offer an alternative to euthanasia

Volunteers help provide the impetus to fulfill the Mission as set before us and we welcome you!

Volunteer Jobs

Cleaning: This is often the least favorite job but very crucial as there is always something that needs to be cleaned. (Please see the Top 10 list of things to know for puppies/dogs or for kittens/cats if one of those involves your job of choice.) There are also detailed procedures for your more efficient and time saving use.

General Areas:

- Sweep and mop floors
- Dust all surfaces
- Wipe moldings and baseboard trim
- Wash smudges and marks off walls and trim
- Disinfect and clean bathroom
- Laundry! There is always some to be done. Follow the directions posted by the washers and dryers on the first and lower levels. Please don't overload.
- Wash pet dishes (Wipe bowl free of any left-over food and discard). (1:32 ratio)
- Scrub and sterilize litter pans (use basement facilities only)

Note: Due to OSHA policies, used litter pans must never be placed in the same cleaning locations as the food dishes

Cages: Used cages must be disinfected with bleach/water (1:32 ratio) including sides, floor and doors of the cages. Spray or wipe the cages, let set for 10 minutes allowing the chemicals to work, then wipe clean.

Sort Donated Newspaper: sort by size, removing and discarding the unusable, glossy sections that can be toxic to the animals and are not absorbent.

Copies: We need copies of all the forms on hand at all times. We should have at least twenty packets compiled and ready for use during the week, more for Sundays. Ask the Office Manager for help.

Dog and Cat Food: Food must be organized with the newest in the back and oldest in the front. Please keep puppy and kitten food separate from adult dog and cat food. Per State Regulations, we cannot have any bags of food on the floor and all open bags must be in a closed bin.

Transport: Occasional transport of pets is needed for events, special vet care and picking up new arrivals.

Thank You Cards: Thank you cards go out as soon as we receive a donation. They are an important part of our work and must be kept current.

Bottle Drive: We have an ongoing bottle drive. This has provided a monthly amount to help with bills. Volunteers sort and return bottles and hand in the receipts.

Telephone and Desk: The phones should be answered with “Good morning (or Good afternoon), Adopt-A-Pet. This is (your name).” Messages with as much information as possible should be taken on the form relevant to the call.

Adopt-A-Pet is no different than any other business in that sometimes the only image a person will have is of the person who answers the phone! If this is not something you enjoy and do confidently and/or you do not have adequate general information, let voicemail pick up phone calls and someone else greets the public. Know your strong suits. No one does everything well.

A pleasant, informed manner is important for personal visits from the public as well. If you are at the center, you will be expected by the public to have answers they need; however, again, don't try to answer if you don't know. We never give veterinary medical advice and we never refer to organizations that haven't been approved by the Board. If someone needs or wants more than general information, give them the tools to find the information they need (i.e. refer them to a Board member, give them the phone numbers to other rescue organizations or direct them to www.petfinder.com).

Surgery Room and Related Duties: Unless and until you are trained in this area, it is off-limits due to the expensive nature of the equipment and because of the need for sanitation. It is very important that specific procedures are followed to ensure the health and safety of our animals. If you are interested in working in the surgery room, either cleaning or learning to assist during procedures, email Lisa Kowalski at rlbelle@comcast.net so she can arrange to meet with you.

Surgical Instruments: If seeing blood makes you queasy, this is not the job for you. If this is something you are interested or skilled in doing, please see Lisa Kowalski for more information.

Surgery Packs: We should have packs made up each day to be ready for surgery the next day.

Outdoor Fun:

- Scoop feces using a metal or plastic scoop and discard in the outdoor trash cans provided. To keep disease and parasites at a minimum, this is an extremely important daily task
- Fill holes the dogs dig in the yards so they don't sprain ankles
- Sweep/shovel porches and walkways
- Wash windows
- Wash fingerprints and smudges from exterior and interior doors

Gardening and Yardwork: We have gorgeous gardens and grounds. The animals love to walk through the memorial garden as well as the humans. People are needed to pull weeds, mow, trim, etc.

Most important of all, spend time with the animals. Groom and pet cats. Groom and walk dogs. Sit and talk to the animals, sing to them, read them a book, let them sit in your lap. Help give the dogs manners. The volunteers make all the difference in keeping the animals socialized and loved until

they find their forever homes. Occasionally there will be animals that need extra attention. Please ask the Cat and/or Dog Coordinators for more information.

Donation Data:

\$21 vaccinates three animals against distemper and parvovirus

\$50 provides the Center with cat litter for the week

\$85 provides the basic medical for one cat

\$150 pays the vet bill for one sick animal

\$1500 allows Adopt-A-Pet to pay the Center utility bills for one month

Summary:

Adopt-A-Pet is a wonderful organization of which to be a part of. Every decision is made by an experienced Board of Directors with the best interest of each animal at heart. It holds itself to very high standards and is proud to be one of the most advanced, progressive groups of its kind in the area. We are licensed by the Department of Agriculture and have received multiple awards.

As you can see, volunteering at an animal shelter is not all fun. It's also hard, tedious, messy and sometimes smelly, work. And yet, without those things done well, the animals would not be as happy or healthy.

Please be aware of the job you are agreeing to as a volunteer. Hard, tedious work will be mixed with pleasure. Know your limits.

Whatever you are doing, don't give answers you aren't absolutely sure of being correct.

Be reliable! Other volunteers are counting on you to do your best so they can do theirs.

Volunteering is a great experience. Positive attitudes and hard work makes all the difference to each and every animal at Adopt-A-Pet.

Cat and Kitten Care- Top 10

To expedite the hard work of those doing the primary daily cat and kitten care and for the health of the animals, we'd appreciate it if you would remember these important points when working with the cats or kittens.

1. Read all the signs on the cages. When they're caged, cats and kittens may have different needs at different times. This is very important for the health of the animal. If you don't know, ask!
2. Do not remove kittens from cages without permission. This includes Sundays.
3. Feed the cats and kittens before beginning other duties*. Do not over-feed the kittens and cats. (*Helpful Hint #1: It's best to give them time to digest their food before scooping or changing their litter boxes, so do a few other room chores first. Hint #2: sweep the floor after cleaning/scooping the litter boxes.)
4. For caged cats or kittens, please fill water bowls only half full. Each cat should receive only $\frac{3}{4}$ cup of dry food to prevent diarrhea and/or weight gain. Place water bowl away from front cage so kittens won't walk in it, but not next to litter box where scattered litter will fall into water and may be consumed.
5. Use only clay litter in kitten's litter boxes. Scoopable litter is bad for the health of kittens. They get into it on wet feet and lick it off causing intestinal issues.
6. For the sake of sanitation, for caged cats and kittens, use only enough litter to cover the bottom of the pan; one inch in the cat and kitten room litter pans.
7. All house cats must be fed and given fresh water daily. They need their litter box cleaned daily and their mess swept.
8. Please put things back where you found them. There's a lot to do and time is wasted by having to search for things that have been mislaid or removed.
9. Don't forget to sanitize your hands upon entering or leaving the cat or kitten areas and after servicing each cat.
10. Always focus on the animal's positive attributes when speaking to the public. If someone is interested in the animal make sure, first, that the person can offer what the animal needs. Remember, we always have the animals best interest at heart, i.e. if a cat love bites, adopting to an older person with frail skin is a sure way to have the animal returned.

Thank you!

Dog and Puppy Care- Top Ten

To expedite the hard work of those doing the primary daily dog and puppy care and for the health of the animals, we'd appreciate it if you would remember these important points.

1. Puppies under 20 weeks should only be allowed in designated puppy areas. They should never be loose in the dog building, main building floors or in the large fenced areas. This is to protect them and the adult dogs from parasites and such diseases as parvovirus.
2. Read or ask about the adults before handling. Refer to the K9 Communication Board next to the volunteer sign in to learn about each dog. Each dog's room has a brief description and any special instructions. If you are leery of a dog, don't handle them.
3. Treats bins sit outside each dog's room. Only feed those treats since some dogs are on special diets. Make sure to give a treat for a "sit" or a "quiet". Never feed two dogs together.
4. Any feces or urine should be cleaned up immediately (both indoors and out). Ask staff if there are any special instructions for the animal.
5. Floors should be mopped at least once a day. Use the designated mop for each area. This helps to reduce the risk of the dogs and/or people passing parasites/diseases to other dogs.
6. Always focus on the animal's positive attributes when speaking to the public. If someone is interested in the animal make sure, first, that this person can offer what the animal needs. Remember, we always have the animal's best interest at heart, i.e. if a dog is known to run away, adopting to a person without a fence is a sure way for the animal to get hit by a car.
7. Please put things back where you found them. There's a lot to do and time is wasted by having to search for things that have been mislaid or removed.
8. Don't forget to sanitize your hands after working with each dog/puppy.
9. Do not ever put two dogs together if they have not been introduced properly. Let an experienced volunteer/staff introduce dogs.
10. Do not ever go near a dog if:
 - a. You don't trust the dog
 - b. The dog is growling at you or another dog
 - c. The dog has already bit you or another dog, and/or
 - d. The dog holds a stare with you.

Have fun! You should be able to find humor in many situations which will help you in this field. It is extremely rewarding and very heart wrenching all at the same time. We are saving one animal at a time. If it stops being enjoyable, please reevaluate what you're doing and see if there is another area in which you would enjoy.

Thank you! You make a difference in the animals' lives.

Pet Adoptions

Only experienced, trained volunteers may do adoptions. We are incredibly proud at matching up the animal with the appropriate person and this skill takes time to develop. We are interested in what is in the best interest of the animal while giving them an opportunity to succeed.

Always keep in mind:

- We are adopting animals into the right home, not just any home
- Adoptions are not approved if the interested party's current animals are not fixed
- Adoptions are not approved if they want to adopt for someone else
- Adoptions are not approved if they plan to keep the animal outdoors
- We must have a copy of the rental or lease agreement or speak to the landlord to ensure the new animal is allowed before the animal can go home with the new adopter
- It probably isn't the right match even if everything looks good on paper but you don't feel it is a good fit for the animal, and
- Animals are not available for adoption until after they are spayed/ neutered- no exceptions! We allow pre-adopts where the animal goes to their new home not fixed with an addendum to their contract that states they must bring the animal back for surgery or Adopt-A-Pet takes back the animal.

Prices

We have set prices and rarely stray from them. The adoption prices help with medical care for the animal as well as the other animals. Even if an animal is relinquished to us spayed or neutered with shots up to date an adoption fee applies. This helps offset costs of illnesses and unexpected injuries. Occasionally, Adopt-A-Pet has events or "specials" where the fees are lowered. Unless you've been told by a board member to the contrary, the following pricing applies:

Adult Cat.....	\$100
Kittens.....	\$120
Dogs (Mixed Breeds older than 6 months).....	\$175
Puppies (6 months and younger).....	\$250
Purebred and/or small dogs under 25#.....	\$300
Senior Friends.....	Fee waived

Specific prices are noted on the front of each crate tag (paperwork with health and other information about each animal kept in notebooks in the front desk area). Only two or more Board members have the authority to stray from these prices.

Adopt-A-Pet has an investment in the animals by the time they are ready for adoption. The animal has been spayed/ neutered, if this hadn't been done by the time they came to the Center. They have been tested for illness or disease, microchipped and inoculations are up to date. Typically,

over \$150 has been spent on an animal by the time they are adopted, depending on their care and the length of time they have been at the Center.

Multi-Animal Discounts

When more than one animal is adopted, the adopter receives a 10% discount on the second animal. Two cats would be \$190. Two puppies would be \$475. There have been occasions when we want two animals to stay together, in which we may discount more, but this decision must be made by Board members, not by the volunteer doing the adoption. If in doubt, ask! We can't emphasize this enough. Whatever it is, IF IN DOUBT, ASK.

Adopt-A-Pet has a Senior Friends program for anyone over 55 years old who meets all other qualifications but cannot afford full price. They may adopt senior animal that the Cat Manager/Lead Cat Animal Care Giver or Dog Manager/Lead Dog Animal Care Giver deems appropriate for the Senior Friends program and the fee is waived. We ask for a small donation.



Volunteer Application

Adopt-A-Pet, Inc

13575 N Fenton Rd Fenton, MI 48430
(810) 629-0723 www.adoptapetfenton.com

Name Birth Date

Minor Child's Name Birth Date

Address City, State Zip

Phone Number Emergency Phone Number Birth Date

Email Address

Employer MI Driver's License Number

Do you have allergies or other physical conditions that might affect your work as a volunteer? If so, please describe:

Do/did you do other volunteer work? Yes No If yes, what is the name of the organization?

What are/were your responsibilities? _____

If you have any formal education in pet care or animal welfare please indicate when and what:

Do you have any pets? Yes No How many? How long have you had them?

Name of your vet: _____

Do you have any special animal interests? _____

Do you have any professional skills you would like to contribute to the organization? If so, please specify: _____

Are you limited as to hours for volunteering? Please indicate when not available:

Would you be interested in fostering? Kitten Cat Dog Puppy

Volunteer Policies

Adopt-A-Pet (AAP) exists to help healthy, adoptable animals find permanent, quality homes. To this end, we must behave in a professional and courteous manner, including in situations of conflict should they occur. The following are standards to which each volunteer must agree to adhere:

- _____● Each new volunteer must attend a New Volunteer Orientation prior to beginning volunteer work. Additional meetings will be held on occasion to disseminate new and important information. Failure to attend these meetings may result in dismissal.
- _____● Be dependable always. If you commit to a service and find you cannot fulfill your obligation, please try to find a replacement. Notify the Volunteer Coordinator if you can't.
- _____● Remember, what you do affects more than the animals; it also affects the work of another volunteer. Work done efficiently and thoroughly will make someone else's job go more smoothly. Respecting the work of others will benefit all.
- _____● Volunteers must treat animals, other volunteers, and customers with respect and kindness. Report concerns to the Director.
- _____● As a representative of AAP, your appearance and conduct reflects on the organization. All volunteers must wear an AAP shirt with the words volunteer on it and name tag when working.
- _____● Volunteers will not exploit AAP's property or name for personal benefit.
- _____● Volunteers will support the purposes and goals of AAP, always following its policies and procedures.
- _____● Volunteers will support decisions, policies and goals of AAP's Board understanding that all decisions made by the Board are in the overall best interest of the organization. If questions arise, they will take them to the Director. If the volunteer's beliefs and goals differ, then they may be asked to leave AAP.
- _____● Volunteers will not project a negative attitude or breed negativity among other volunteers.
- _____● Volunteers will never interfere with animal intake.
- _____● AAP reserves the right to terminate a volunteer's service if, at the sole discretion of the AAP Board, it appears to be in the best interest of the organization. Possible grounds for termination may include but are not limited to: gross misconduct, being under the influence of drugs or alcohol, theft or misuse of AAP property, abuse or mistreatment of animals or members, failure to satisfactorily perform assigned duties, or any other behavior that is deemed detrimental to the overall mission or success of AAP.

Please sign that you have read and understand these policies.

Signature

Date



Adopt-A-Pet, Inc.
Indemnity Release

I, _____, shall not hold Adopt-A-Pet, Inc. liable or responsible for, and Adopt-A-Pet, Inc. shall be saved and held harmless from and against any and all claims and damages of every kind, for injury to any person or persons, and for damage to or loss of property arising out of or attributed to, directly or indirectly, the operations or performance of the above named volunteer under this agreement, including claims and damages arising in whole or in part from the negligence of Adopt-A-Pet, Inc.

Signature

Date