



**Dog Volunteering Hours: Thurs.: 11:30am - 7pm | Mon, Tues, Wed, Fri, Sat & Sun: 11:30am - 4pm | Holidays: closed**  
**\*Program requires a minimum of four hours of volunteering every month.**

*We send out a weekly email newsletter which includes the most recently adopted animals, volunteer news and upcoming events.*

### ^ Dog Handling Instruction for New Volunteers:

- Do you have your signed volunteer waiver? Do you have \$25 for your T-shirt, Name Badge and Leash?

### ^ General info:

- Park in the back of the shelter. Wear old clothes, volunteer t-shirt, name badge and sensible shoes for walking dogs.
- Sign in and out on the laptop. Bring a pen/pencil, clothespin and doggy bags with you.
- Please do not bring friends, significant others, etc. with you while volunteering/handling dogs.
- Do not show dogs to the public; refer or escort potential adopters to front desk to fill out an application.

### ^ Picking Your Dog: Use the yellow Volunteer Activity Sheet by:

- Checking it to see how long it has been since the last time a dog was out.
- Checking for its Color Coded "V" sticker (Levels are: [1] Green, [2] Yellow, [3] Blue). **You may not walk dogs after this class. You must complete the Dog Handling (green/yellow) Evaluation.**
- Checking it for clues about the dog's personality before interacting with it. Also check the rest of each dog's paperwork for medical notes. (Ex: *short walks only, harness only, etc.*)
- (Afterwards) Logging your activity when you return your dog. (Ex: *strong, good on leash, shy, etc.*)
- Clip a clothespin to the cage of the dog you are taking out. Clothespins remind you of where you took your dog from, and it also lets the staff know the dog is out with a volunteer. If you remove the dog from the outside portion of their kennel, clip a clothespin on that gate as well.
- **IMPORTANT:** Dog walkers should check the kennel paperwork and must not walk a stray that has been at the shelter for less than 7 days. Please note that the stray hold is extended to 10 days when the shelter sends a certified letter to a known owner. If you are uncertain if a dog meets these criteria, **DO NOT WALK THE DOG!**

### ^ Walking Your Dog:

- Keep your focus on your dog. No smoking or using your phone while walking your dog.
- Close and secure gates as you are through them, including kennel and outside gates. Use safety chains.
- Limit the length of time you have a dog out to 5-10 minutes to get as many dogs out as possible.
- Clean up after your dog. Take doggy bags from our volunteer supplies or from the doggy station in front parking lot.
- **Outside:** [1] Volunteers may ONLY use the back gate. [2] You can walk or sit with your dog anywhere you like. Except: During warmer weather, please keep the dogs away from high grass/woods as they do not have flea & tick preventative.
- **Play Yards:** Volunteers may take a dog to play (drop leash) in yards, away from the shelter, anytime.

### ^ Health & Safety Rules for Dog Volunteers:

- **Behavior & Safety:** (1) Ask staff or fellow volunteer for help if you are having difficulty handling a dog. (2) Do not walk a dog by an open kennel containing another dog. (3) Keep dog on short leash within the shelter for control and keep your dog away from front of other dog kennels (4) Be aware of what is going on around you. Not all dogs at the shelter are friendly toward other dogs. (5) Maintain a minimum of 6 feet between dogs, as they cannot interact with each other. (6) Remove dog from outside portion of kennel, when necessary. (7) Do not encourage unwanted behavior, i.e. jumping, mouthing, leash biting, etc. (8) Do not push a fearful dog to leave their kennel. Move onto another dog. (9) **Dog bites that draw blood must be reported to the shelter staff** for the safety of you and other handlers.
- **Dog Sickness:** Dogs that appear ill should not be handled, and signs of illness should be reported to the shelter staff at the front desk. (Ex: Lethargy, vomiting, bleeding, limping, etc.)

### ^ Shelter Tour & Yellow Dog Walking Demo

### ^ Sign up for the Beginner and Advanced (Green/Yellow) Dog Handling Evaluation.