



8177 REGENT PARKWAY  
FORT MILL, SOUTH CAROLINA  
803-802-0902

*Dear New Volunteer,*

Welcome to the Humane Society of York County. We thank you for choosing us as the organization you wish to contribute your valuable time. Your efforts will make a significant difference in our cats' and dogs' lives while they are temporarily living at the shelter waiting to go to their forever home. We hope you find your experience with us rewarding.

The following information will help acquaint you with the Humane Society of York County and make your volunteering experience most successful. If you have any questions, please contact the Humane Society of York County at 803-802-0902.

### **VOLUNTEER FORM**

Completion of a Volunteer Form and Waiver Form is required before you can begin volunteering. These forms are available on our website at [www.humanesocietyofyorkcounty.org](http://www.humanesocietyofyorkcounty.org) or at the shelter. Forms can be delivered to a shelter staff member, brought to orientation (see below) or mailed to the shelter.

### **ORIENTATION**

New volunteer orientations are held on the first Saturday of every month.

- Cat orientations are from 9:00 a.m. to 10:00 a.m.
- Dog orientations are from 10:00 a.m. to 11:30 a.m.

We hope that you will join us for both orientations.

We welcome current volunteers to join orientations to ask questions, make recommendations or share your experiences. Staff and volunteers are a resource to you as you get more comfortable volunteering.

### **SHELTER HOURS**

Adoption hours are Tuesday – Sunday from 1 p.m. – 4 p.m. The staff is at lunch between 12 noon and 1:00 p.m. Though the shelter is closed to the public on Mondays and major holidays, our cats and dogs still need your attention and care.

### **VOLUNTEER HOURS**

The following are general volunteer hours and can vary based on holidays or other events/programs:

- Walking Dogs, Cleaning and Shelter Upkeep
  - 8:30 a.m. to 11:30 a.m. 7 days a week
  - 12:00 noon to 4:00 p.m. monitor dogs in outside play area and pens.
- Socializing Cats, Cleaning and Shelter Upkeep
  - 8:30 a.m. to 4:00 p.m. Tuesday through Sunday
  - 8:30 a.m. to 12:00 noon on Mondays

- PAWSibilities Thrift Store –
  - Two to four hour shifts are available.
  - Store hours are Weds 10:00 a.m. to 4:00 p.m., Thursday 10:00 a.m. to 7:00 p.m. Friday and Saturday from 10:00 a.m. to 5:00 p.m. and Sunday from 1:00 p.m. to 4:00 p.m.

### **GETTING STARTED**

- Before attending orientation, you can help the staff with shelter upkeep and socializing the cats. Please work with a staff member, however, until you have attended orientation. For your safety as well as the safety of our dogs, all volunteers must attend one of the monthly orientations before taking them out for a walk.
- You are welcome to come to the shelter during the volunteer hours that best meet your schedule. It is unnecessary to preschedule volunteer visits unless you are with a large group or organization. You can spend as little or as much time as is convenient for you. Our dogs and cats will always be happy to see you even if it is for a quick walk or visit.
- Upon arrival at the shelter, please check in with a staff member and sign in on the volunteer sheet located at the front desk.
- Community service volunteers must check with the Shelter Manager upon arriving and leaving the shelter. Please bring all necessary paperwork with you.
- If you are under 16 years of age, a parent or responsible adult must accompany you whenever you come to the shelter. Your parent or guardian must sign the Volunteer Waiver Form.

### **VOLUNTEER PROGRAMS**

There are many things you can do to help the shelter: walk dogs, socialize cats, clean cages, do laundry, process newspapers and general shelter upkeep. We also need group volunteers to assist with major shelter project. Below describes other opportunities where your talents and skills can help the shelter.

#### Walking Dogs:

- You must attend orientation before walking dogs.
- Closed-toe, sturdy shoes (preferably sneakers) are required as sandals or flip flops can cause serious accidents.
- The staff or your trainer will tell you which dogs/puppies can be walked, and which should NOT be walked. Sometimes an animal is in quarantine, recuperating from surgery or recently arrived and still nervous.
- For your safety, staff members will assist you in leashing the dogs while you are getting to know them and the dog is getting to know you.
- Ask the staff member the dog's name and gender. This is important in the event the dog gets loose and before socializing them with other dogs.
- Details about walking and socializing dogs will be discussed at the dog orientation.

### Socializing Cats -

- You can help the well-being of our cats and kittens by petting, playing, and socializing them with other shelter cats. Our shelter offers a special area in which cats can play with a shelter mate and chase toys and each other. Please check with a staff member before taking cats or kittens out of cages as some require special handling and are fussy about who they wish to play with. Some animals may be in quarantine because they are receiving treatment or recently spayed or neutered.

### Shelter Greeter –

- We need volunteers between 1:00 – 4:00 to work with the staff in greeting potential adopters when they arrive at the shelter. Additional training is necessary.

### Volunteer Coordinator –

- We need experienced volunteers to greet new volunteers between 8:30 a.m. and 11:30 a.m. when volunteers are arriving at the shelter. Volunteer Coordinators will help acclimate new volunteers to the shelter, help leash up dogs for walks, answer questions, etc. Additional training is necessary.

### Favorite Furry Friend Program –

Become a dog's or cat's best friend through our Favorite Furry Friend Program. You would make a commitment to promote your favorite furry friend in the community, bring them to promotional/adoption events, take the dog on field trips away from the shelter for the morning and help write the pet's bio for our website. Special training is necessary to participate.

### Fundraising, Marketing, Special Events –

We need volunteers to participate in Humane Society of York County adoption events, fundraisers and special events or help develop marketing materials.

### Hold a Fundraiser –

If you are in school or a member of a group, club or sorority/fraternity, consider holding a fundraiser. Some examples include holding a bake or book sale, collecting shelter supplies on our "wish list" (see website for details), purchasing an engraved brick or donating landscaping items for The Path of Hope.

### Thrift Store / PAWSibilities -

We need volunteers to help price items, stock shelves and assist customers in our thrift store.

### Foster Program:

Humane Society sponsored dogs, cats, puppies and kittens need your care in your home until they can be admitted into the shelter. Foster care is needed when the animal is receiving it's round of shots, receiving heartworm treatment, or has been abandoned and needs to be bottle fed. Special training is required.

## **CONTACTS**

The following individuals will be able to assist you in answering your questions, provide training and get you started in our volunteer opportunities:

<b>Volunteer Opportunity</b>	<b>Contact Person</b>	<b>Contact Information</b>
Foster Program	Vickie Frain	803-802-0902
Thrift Store/PAWSibilities	Morag Greaney	803-802-0600
Favorite Furry Friend Program Shelter Greeter Volunteer Coordinator Questions about volunteering	Virginia Capezio	617-378-1204 or vcapezio@comporium.net
Fundraising, Marketing and Special Events	Mary Beth Knapp	<a href="mailto:marybethknapp@comporium.net">marybethknapp@comporium.net</a>

We look forward to joining you in making a difference in the lives of our “temporary” furry friends!

Sincerely,  
Humane Society of York County



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