VOLUNTEER ORIENTATION ON-SITE

Circulate a sign-in sheet for the volunteers' names, e-mail addresses, cell phone numbers, veterinarian or technician, and day they expect will be their last on the job.

1. Welcome and thanks for coming.

2. We aim to provide humane care for animals, but we also need to recognize our limits. E.g., this is an emergency shelter, not a veterinary clinic for the public.

3. History of the shelter
    *   Associated with the _NAME, LOCATION_ Red Cross shelter.
    *   Maximum occupancy is _____.

4. Current status of the shelter
    *   Current occupancy is _____
    *   We anticipate that operations will cease on _DATE_ _TIME_
    *   Owners must claim animals prior to _DATE_, or they will be considered "abandoned."
    *   Abandoned animals will be transported to other sites for processing and conditional adoption.
    *   The conditions for adoption call for the new owner to relinquish the pet, if the original owner comes forward prior to _DATE_. Free transportation back to the original owner will be available.

5. Watch out for bites – be **very** careful!! Shelters often have many, and they happen fast.

6. Shelter layout: cats, dogs, "will bite" dogs, isolation/sick room, and triage.

7. Each person is assigned to a particular area, and that assignment must be recorded on a spreadsheet to show the coverage.

8. _Name_ is the person in charge of each section.

9. _Name_ is the person you report to.

10. Identify volunteers with special skills.

11. We will all do our best, but we also expect to make mistakes. At the outset, while routines are just getting established, please take a couple of days before promoting systematic changes.

12. Always clear your ideas for changes with the area supervisor before implementing them.

13. Time for a tour?

14. Thanks again for coming.