



Animal Friends of the Valleys

33751 Mission Trail · Wildomar, CA 92595

Shelter volunteer procedures and work agreement

1. Volunteers must be at work on time and work scheduled hours.
2. Please do not discuss policies, procedures or detailed information regarding the animals with the public. Refer the public to the office or shelter staff with any questions they might have.
3. Volunteers must dress appropriately. This includes:
 - Sturdy shoes or boots. No sandals or open-toed shoes
 - Volunteer shirt must be worn at all time
 - Sturdy long shorts (knee length) or pants with no rips or tears. No sagging pants, no undergarments showing.
 - No jewelry. NO CELL PHONES. No facial piercings are allowed
4. The shelter manager, kennel supervisor or the office manager will direct you in your duties.
5. Volunteers must follow all safety guidelines. NEVER enter a kennel or cage that says "CAUTION". No volunteer may open a cage without permission. If you do so, you will immediately be dismissed and asked to leave. This is for safety of the volunteer and staff. Volunteers under 16 years of age are not allowed to handle the animals. Your assignments will include opening newspapers for cages, washing dishes, raking the grounds, etc...all are important tasks that need to be done daily for the animals.
6. Volunteers over 16 years of age are permitted to handle the animals under supervision of a staff person.
7. Grounds for immediate dismissal:
 - Use or possession of illegal drugs and/or alcohol
 - Theft of any kind will result in arrest and prosecution
 - Cursing or foul language
 - Sexual harassment
 - Physical aggression while at the shelter
 - Forging your time cardAny volunteer dismissed for any reason MAY NOT VOLUNTEER with the shelter again. There are no exceptions to this rule.
8. Volunteers must sign in and out at the beginning and end of your shift and also for in and out for lunch. If you need community service hours for school or for alternative sentencing, you will only be credited for the days you signed in and out. No exceptions.
9. If you're asked to walk a dog and the dog is not leash broke, DO NOT DRAG THE ANIMAL. Walk backward and coax the dog to you. Praise him or her and continue this til the dog feels comfortable walking on the leash. DO NOT YELL at the animal.
10. Spray disinfectant after handling each animal

All volunteers agree to represent AFV to best of their ability

Volunteer name (print) _____

Volunteer signature _____ Date _____

Signature of parent or guardian (if applicable) _____ Date _____

Once you have read and signed appropriately, please give to the volunteer coordinator. If you need assistance in understanding these rules, please talk with the volunteer coordinator before signing. If you do not agree to these rules, you may not volunteer with Animal Friends of the Valleys