

# VOLUNTEER GUIDELINES

Volunteers must be **at least 18 years of age**. You must attend an orientation, and pass a background check before you can pursue volunteering. **We will inform you of your acceptance when the background check is complete.** Before you are able to handle the animals; walk the dogs, play with the cats, etc. you will be required to do 3 hours of cleaning. You will check in at the front desk, and the staff will direct you where you need to go. After you complete the 3 hours of cleaning, you are welcome to help with cleaning, laundry, dishes, interact with the animals, or anything else we have available to do. If you have any questions or concerns about this, please call us at 801-778-8247

As a volunteer you shall observe the following:

- Always sign in when you arrive and sign out when you leave.
- Dress with your duties in mind. Clothes must be appropriate to the jobs you will be doing. Wear sturdy shoes and clothes you do not mind getting soiled. Tank tops, shorts, mini-skirts and flip flops are not appropriate.
- Check in at the front desk to see which animals may be leaving for adoptions.
- Please wash/sanitize your hands between playing and holding any other animals.
- **Do not enter holding, quarantine, puppy room, friendly, maternity or intake rooms** unless directed to do so by an employee. (the only time you will enter those is if you are doing cleaning) **Adoption** dogs and cats really need your time and attention.
- Please do not take the puppies that are less than 1 year old outside, unless approved by a staff member. We want to prevent them from getting sick.
- Dogs must be on a leash at **ALL TIMES**, unless in the fenced-off outside play areas.
- All dogs **MUST** wear a martingale collar or chain collar. If you do not know how to use one ask a staff member.
- You can walk dogs on the fairgrounds; but do not leave the fairgrounds area. Do not go on the softball diamonds or the soccer fields with the dogs.
- Always clean up after the animal you are taking out. Take waste disposal baggies, found on the table in the lobby, to clean up any messes the animal may make while in your care.
- Please report any injuries or health concerns you may notice with an animal to an employee as soon as possible.
- You **must** immediately report any injury or accident to an employee. (dog bite, scratch, etc.)
- Please only take 1 animal out at a time. **Never** walk multiple dogs at the same time, or in a group. **All dogs must be at least 5ft. apart from each other to help prevent dog fights.**
- Make sure you pace the animal back in the same cage you got it from.
- Do not feed animals in their kennels unless directed to do so. You may give them treats while walking by or interacting with them.
- If you wish to bathe/groom an animal please ask a staff member.
- We have Weber County Inmates who help clean the kennels from 8am-3pm daily. These inmates are NOT to communicate with volunteers or anyone visiting the shelter from the public for any reason. You must report immediately if you see any inappropriate behavior from them.

*Thank you so much for your time and willingness to help our beloved dogs and cats! 🐾*