

## Vernon County Humane Society Volunteer Rules and Guidelines

1. No human food, beverages are permitted in the animal rooms. There is an increased risk for contracting zoonotic parasites when eating/drinking around resident animals. Additionally food can be spilled and is potentially harmful to resident animals.
2. No talking on cell phone when volunteering unless an emergency. Additionally no use of electronic devices is permitted. When volunteering at VCHS, all volunteers should be focused on the task at hand; therefore they should not be using cell phones or electronic devices that can be distracting to other volunteers and members of the Public.
3. Appropriate attire must be worn at all times while volunteering. This includes closed-toed shoes. It is recommended volunteers also wear long pants and long sleeves. This is to protect skin from scratches, scrapes, cuts, lacerations, and zoonotic parasites and diseases.
4. Volunteers are not allowed in staff only rooms, hallway, or bathroom. There are multiple reasons an area is staff only. They include but are not limited to: prevention of diseases/pathogen spreading, protection of dangerous/hazardous materials, and overall safety of resident animals, staff, volunteers, and members of the Public.
5. Volunteers are only allowed to work with one resident animal at a time. Exceptions include dog play groups, the cat colony room, and multiple cats in one kennel. If a volunteer removes a resident animal from a kennel to interact with him/her, VCHS requires that volunteer return that resident to their kennel prior to working with another resident animal. This protects the safety of the volunteers and resident animals. Additionally it allows resident animals to stay in their kennel, on view to the Public, during office and kennel hours. This allows for increased exposure and increased chances of adoption. Dogs are all let into play yard at least three times daily by staff during non-office and kennel hours.
6. Volunteers are not allowed to distribute food to the resident animals. Volunteers may pass out treats approved by a staff member. Additionally, volunteers are encouraged not to fill food bins without the help of a staff member, as diets are different. Resident animals are fed on a twice a day schedule by staff. Some residents have prescription diets. To ensure proper nutrition for all residents, only staff is allowed to feed. Volunteers are encouraged to give fresh water to resident animals.
7. Volunteers under the age of 16 must volunteer with a parent or a responsible adult volunteer partner. All volunteers under the age of 16 must stay with their adult guardian at all times during volunteering; they are not permitted to work with resident animals unless the adult guardian is present. Volunteers under 16 are not allowed to hold the leash when walking dogs, unless the adult guardian is also holding the leash.
8. At this time, volunteers are only permitted to volunteer during open hours. Volunteers are asked to end their shift and exit the shelter 15 minutes prior to the end of office and kennel hours. This assures staff has the opportunity to secure the resident animals and building prior to the end of office and kennel hours.
9. Vernon County Humane Society staff are not allowed to give first aid to volunteers. There is a first aid kit available for volunteers to use when a medical emergency occurs. Staff needs to be informed of any bites volunteers receive from resident animals that break the skin as soon as they occur. VCHS is not liable for any injury that occurs while volunteers are present in the building. VCHS offers no compensation for medical treatment/cost associated with injuries incurred while volunteering at VCHS.