



Volunteer Staffing Guide

VCHS Animal Shelter Open Hours:

- Tuesday afternoons: 4 to 7 p.m.
- Thursday evenings: 5 to 8 p.m.
- Saturday afternoons: 12 to 4 p.m.

The Vernon County Humane Society Animal Shelter is open to the public three times weekly so that potential adopters can meet the animals available for adoption. Volunteers greet the public, answer the telephone, answer questions about the animals and the humane society, and show the animals.

- If you are comfortable with handling the animals, feel free to let dogs outside, let cats out of their cages, or groom a dog or cat.
- If an animal is available for adoption, a Science Diet cage card is affixed to their kennel or cage.
- If an animal is NOT available for adoption, an intake form will be affixed to their kennel or cage.
- Folders for all available animals, whether at the shelter in foster care, are in the file drawer on the left side of the desk. General information about the animal can be found on their cage card. More detailed information can be found in the animal's folder.
- Applications for dogs and cats are in the second file drawer on the right side of the desk. It generally takes 24 hours or so to learn about the applicant's family and life situation so that a dog or cat can be appropriately placed.
- If there are questions you can't answer, please take the name and phone number of the person asking the question, and a staff member will contact them.
- If a new stray dog or cat is delivered to the shelter, please call the shelter manager, Anne Zastrow. See her phone number on the bulletin board.
- Emergency numbers (veterinarian, board members, etc.) are posted on the bulletin board to the right of the desk.