

VOLUNTEER GUIDELINES

Volunteers must be **at least 14 years** of age. Volunteers 14 to 15 years old must be accompanied by a parent or guardian during volunteer hours. Volunteers under 18 must have signed parental permission on record with the shelter. Potential volunteers must attend an orientation before they will be granted access to the facility. Once we receive your completed application and attended orientation, those who are 18 and older must submit to a background check by the Weber County Sheriff's Office. **We will inform you of your acceptance when we receive the background check from the Sheriff's Office.** If you have any questions or concerns about this process call us at (801)399-8244.

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 Adoption.
- Please wash/sanitize hands between playing and holding any animals.
- **DO NOT enter Holding, Quarantine, Isolation, Maternity or Intake rooms** unless directed to do so by an employee. Adoption dogs & cats really need your time and attention.
- Please do not take puppies that are 1 year or younger outside, however, you may play with them in the acquaintance rooms. We want to prevent illness in our dogs and puppies and not all puppies have a complete series of vaccinations.
- Dogs must be on a leash at all times unless in the outdoor fences play areas.
- Exercise dogs within the Fairgrounds property but NOT in the softball diamonds or soccer fields. DO NOT take them out of the Fairgrounds area.
- Always clean up after the animal you are taking out. Take waste disposal baggies to clean up any mess an 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.
- Please take only one animal out at a time. Never walk or take out multiple dogs in a group.
- Make sure you place the animal back into the same kennel you removed it from.
- Do not feed the animals in their kennels unless otherwise directed to do so. You may give them treats while walking or playing with them.
- Your responsibilities are to play with, walk, bath or groom adoption animals. Always ask when you would like to bathe/groom animals and you will be directed to the appropriate area.
- We have Weber County inmates who help clean kennels for 8 to 3 daily and some weekends. These inmates are here under supervision of the shelter employees and they are not to communicate with volunteers for any reason. Any inappropriate contact or conduct must be reported immediately to a shelter employee.
- Please notify a staff member if you plan to volunteer more than 20 hours annually. Individuals wishing to volunteer more than 20 hours annually must be qualified as a "Service Volunteer". Most volunteer experiences will be limited to 20 hours.

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