



A SECOND CHANCE PUPPIES AND KITTENS RESCUE
P. O. Box 211924, Royal Palm Beach, Florida 33421-1924
(561) 333-1100 www.asecondchancerescue.org

Welcome!!!

We are delighted that you have decided to volunteer with us, thank you!! Since A Second Chance Puppies and Kittens Rescue is a 100% volunteer based organization, we rely on our amazing volunteers for everything!

In order to ensure that your experience working with us at adoption events is a positive and safe one for you, potential adopters and the animals, we have implemented the following guidelines.

Volunteer Policy: Dogs (At Adoption Events)

Age Requirements

11-13 years: We love our younger volunteers; their energy and enthusiasm play an integral role at our adoption events. Volunteers under the age of 14 must be accompanied by a parent or guardian.

14-17 years: Volunteers of this age group may volunteer independently. A liability waiver must be signed by a parent or legal guardian.

18 years & up: No parental signature is necessary. The waiver will be signed by the volunteer.

Clothing

In order to minimize the possibility of slips and falls, please wear rubber soled shoes (preferably sneakers) to events. You never know when a dog will leave a special surprise for you! Comfortable, easily washable clothing should be worn. If you have A Second Chance t-shirt, please wear it to all events. If you wish to purchase a t-shirt you may get one at the event for only \$5.00.

Scheduling

Every Wednesday an email is sent to each volunteer listing the volunteer opportunities for the coming week. If you are able to attend an event, PLEASE HIT REPLY and let us know if YES, you intend to work one of the events (please be sure to specify which event and what time you will be volunteering). We need to be able to plan accordingly so we don't have too few or too many volunteers. Additionally, on weekends when there's more than one event, we need to balance the volunteers between multiple events. If you find you won't be able to attend an event to which you responded YES, please notify volunteer@asecondchancerescue.org.

There may be times when we need to ask you to work a 'shift' as opposed to the entire event. Please do not be offended, we LOVE having all of our volunteers around, however our space is usually very limited, and there are times when we have an overabundance of volunteers for an event. While our volunteers are stars in our eyes, the dogs have to be the main event. Potential adopters must be able to easily move around the adoption area and view all available dogs.

If you are interested in other volunteer opportunities besides adoption events, please let us know!

Volunteer Procedures: Dogs (At Adoption Events)

Arrival

Upon arriving at an event, please:

1. Locate the sign in log and enter your full name and the time you arrived.
2. If you are assigned a dog at that time, please be sure to find out the dog's name, age and breed(s). If a potential adopter approaches you about the dog, it is important to be able to provide basic information about the animal.

Stay Close!

With the exception of taking them out to do their business, the dogs should remain within the adoption area. If the dog cannot be seen by potential adopters, there is little chance of the dog being adopted! We would certainly not want one of our dogs to miss an opportunity to find a forever home because he/she was off exploring! If you need to leave the immediate area to allow your dog to relieve him/herself, please let the site coordinator know.

Stay Aware!

Please stay in tune with the dog that you are supervising! Is he/she becoming overly stressed? Perhaps there is another dog that is causing that stress. Has the dog suddenly become anxious or jittery? Perhaps he/she needs to be taken outside to relieve himself. Is the dog panting excessively? Has the dog had water since you began supervising him/her? Is the dog salivating excessively? Dogs can't speak to us, but they are really pretty good about communicating with us if we are willing to watch and listen.

Additionally, please stay in control of your dog and be mindful of his/her whereabouts. Leashes tangled around other dogs' or people's legs can cause serious injury. Watch for cues that a dog fight is imminent and immediately distance your dog from the situation.

The C.U.P. & P.U.P. Rule

Clean up pee & pick up poops! If your dog has left you a gift, you own it and you are responsible for removing it! Please utilize the available cleaning chemical to be sure that the area is properly cleaned.

Standing Room Only

Be prepared to stand for the entire event. Chairs at events are primarily for the adopters and Adoption Counselors. PLEASE DO NOT SIT AT ADOPTION TABLES! Please DO NOT remove chairs from adoption tables. Space permitting, you may bring a chair with you to the event to use but if space is limited you may not be able to use it!

Puppy Pens

We do recognize the irresistibility of puppies. Honestly we do. However we ask that you leave puppies in their pens at the events. It's important for them to be as visible as possible. It also helps potential adopters to learn more about a puppy if they can see how it interacts with its littermates. Is it the most hyper, is it the most mellow, is it the little trouble maker, etc.

Under no circumstances are unleashed puppies to be taken from the adoption area!

Getting Help

Site Coordinators are assigned to each adoption event and are there to assist you. Please direct any questions that you have to a Site Coordinator. You'll usually find them at or around the sign in table. Site Coordinators are there to assist volunteers, and Adoption Counselors are there to assist potential adopters. Please do not interrupt adoption counselors when they are completing adoptions!

Keep Aisles Clear

During in-store adoption events, please keep the aisles clear on either side of the adoption area. We are welcomed in the stores but will not be welcome if we become a hindrance for their customers. Please always be courteous to customers and move out of their way when requested.

Community Service Hours

If you are volunteering in order to earn community service hours, IT IS YOUR RESPONSIBILITY to bring your Community Service Form with you and to obtain the required signature at the end of the event. Please be sure to also sign IN and OUT on the volunteer log. If you've forgotten your form, we may be able to refer back to the volunteer log and award the hours at the next event that you work.

Cell Phones and Texting

We want you to have fun and enjoy your time volunteering with us and while we understand that you may need to communicate via phone or text at times during the event, please keep it to a minimum. Volunteers who are seen to be ignoring the animals to which they are assigned in favor of using their phone will be sent home. Your purpose for being at the event is to be responsible for the animal in your care and to engage potential adopters and shoppers in our event.