

Volunteer News Letter

August 2010

Welcome all new volunteers. We are very happy to have you here and I hope that you will enjoy your time with us. We want you to enjoy your experience at HHS and we hope that you learn some new skills while you are here. Volunteering for HHS is a wonderful opportunity to meet others in the community who love animals as much as you do. It is also a good way to see how animals are treated, why they come to us and how we can make a change.

As you read through the news letter, please look over your calendar and let me know how you can help us this month. We need your help there is a lot going on. Email me and let me know what project you will take on. If it is an event I will email you with all the details one week before the event. We still need help in the kennels, there are still a few days where we have no one showing up. Thank you to all of those volunteers who have already signed up. We appreciate you and are looking forward to working with you.

Enjoy the month of August!

Adopt-A-Thons

- Saturday August 7, 2010: Chow Hound, Holland 11-3 pm.
 - I need 4 volunteers
- Saturday August 14, 2010: Petco, Holland 11-3 pm.
 - I need 4 volunteers
- Saturday August 21, 2010: Dog A Rama, Downtown Zeeland (details to come)

I am looking for a team leader. I would love to find a volunteer who would want to help me out by taking over one or both of these adopt-a-thons this month. I will have everything set up and prepared for you. All you would have

to do is come, put the dogs in the van, drive to the event and help all the volunteers with the dogs. If you are interested in this job please let me know

Requirements:

- Must have a clean driving record
- Is comfortable handling all types of dogs
- Team Leader, Go Getter
- Would be able to lead the other volunteers through the event

**Summers End Fun Day - Saturday August 28, 2010
12-4 pm.**

All hands on deck. We are having an end of the season volunteer appreciation day that I would love for all of you to take part in. We thought it would be fun to get everyone together to work and enjoy the animals together, while raising money to take care of the animals. We want you to meet all the other volunteers and have fun. We will also be having a garage sale and a bake sale. We want to bring the community to us. Lets show the community what we do here, and find these animals a home. There will be a lot going on that day and I would love for the entire volunteer community to take part in this event. We cannot do this alone and some of you will be going back to school. Lets end the summer on a good note!

Here is what we need you to help with

- **Garage Sale items**
 - Anything that you would like to donate
 - We will start collecting donations on Monday August 16, 2010
 - Team Leader to be in charge of garage sale items
- **Bake Sale**
 - We need people to bake all kinds of goodies, you decide what to bring
 - These will be sold the day of

- Looking for refreshments for the public and volunteers (water, soda, lemonade, etc.)
 - Team Leader to be in charge of the bake sale
- **Set Up**
 - 8 volunteers to come on Saturday at 9:00 am. To set up for the day
- **Tear Down**
 - We need people to stay from 4-5 pm to help clean up
- **Equipment Needed**
 - 8 fold out tables to set up for the event
 - Any size pop up tents to help shade the baked goods
 - Containers or coolers to hold refreshments
- **Sales**
 - 8 people to stay at each booth and sell goodies
 - Must be over 18 or with a parent
 - Team Leader to be in charge of this group
- **Greeters**
 - 4 volunteers needed to greet customers and point them in the right direction for what their looking for.
- **Dog walkers**
 - 5 volunteers to walk different dogs around the property for the day. Have them meet customers and tell them information about the dog
- **Cleaners**
 - 5 volunteers to help clean up after the dogs and to keep the facility looking nice as customers come and look at our animals
- **Play with dogs**
 - 4 volunteers to help play with the dogs
- **Foster Dogs**
 - If you have a foster dog we would love for you to bring them by so that they may take part in the day. Please let us know if you will be coming that day

Mandatory Kennel Schedule

You have all heard by now that we are implementing a kennel schedule to our volunteer community. With this new schedule we will know who is coming in

and at what time. This way we can depend on you and know that we will have help that day. I really appreciate all of you who have already given me your schedule. We have almost the entire month of August filled, with volunteers coming in every day. We have a few more days that need to be filled so let us know if you are coming in this month.

Another wonderful thing about the schedule is that you will get to know new people who all have one thing in common, they love animals. It is a wonderful feeling knowing that being apart of this community not only benefits you but changes the lives of these animals.

There are a couple of new changes that we have made if you are going to work in the kennels, please follow these new procedures.

New Kennel Procedures

- Sign in and out every time you come to work
- After you sign in there will be a list of projects on your left that need to be taken care of that day. Please pick a project and cross it off the list so we know it gets done.
- These projects need to be completed before you go and work with the animals
- If the kennel staff asks you do to something else, please finish up with what you are doing and help them out.

Cat Kennels

- If you are working with the cats, this is great they need the care and attention. However, please **DO NOT** hand over a cat to a customer. You have been authorized to handle the animals not the customer. The only time they should hold the cat is if the front desk gives them permission. Each potential family has to fill out an application before handling the animal. This also applies to the dogs.

Dog Kennels

- If you are working with the dogs please do not handle any animals you are not comfortable with.

- The dog kennels need to be cleaned first. Please put the dog in the back area behind their kennel, then clean the kennel. After you are done with that please grab a leash and walk into the kennel closing the door behind you. Put the leash on the dog and then proceed outside.
- If it is a small dog please do not let them jump from their kennel, they could fall and injure themselves. Please lift the dog out of their bed.
- **DO NOT** let the dogs pull you. Please put your wrist through the leash and hold tight. Bring the dog as close as you can and lead the way. Do not stop, keep your focus on the dog you have with you.
- When you play with the dogs outside please bring some toys. Please interact with the dog. Teach them how to play with toys, let them run around. We are trying to tire the dogs out physically and mentally. This helps them to be a lot calmer in their kennels.
- No matter what door you go in or out of please walk through the door first, have the dog follow behind you.
- **NO JUMPING.** We are working on keeping the dogs from jumping and we need you to help with this. If a dog jumps on you say “**OFF**” and ignore them. Once they are not jumping and all 4 paws are on the ground then you can give them praise.
- If you pet the dog while they are jumping you are telling the dog “I will give you attention when you jump” If the dog learns that the only way to get attention is to not jump then we have done our job.
- This will only work if we all stay consistent. Please help us to stay consistent with the animals. This will benefit them and it will help them to find a wonderful home.
- Working in the kennels isn't just about the animals but doing what needs to be done on a daily basis so that we can care for the animals in the best way possible.

Maintenance

- We do yard and maintenance on our property every Saturday from 8 am.-12 pm.
- We will also mow the lawn and weed whack around the perimeter.
- We have a riding lawn mower, a push mower, and a weed whacker. We **DO NOT** have work gloves so bring some with you.

- If there is a project that needs to be done. Our maintenance man Paul will let you know when you show up.
- If you would like to help in this department please let me know which Saturday in August you will be coming to help so that I can put you on the schedule

Craft Corner

- We have started a craft corner here at HHS. There are many different ways that you can be crafty that will still benefit HHS and their animals.
- We are looking for hand made dog toys.
- Paintings of animals framed to hang on our walls
- Photos of animals framed to hang on our walls
- Bandanas or shirts that say "Adopt Me" for the dogs to wear
- If you like crafts and come up with more ideas, let me know
- "We are looking for about 65 cat beds. One volunteer has been working on making these in her basement and would like to get 4-6 people together in September to try to accomplish this large tasks. She has developed an "assembly line" process to put these together. She will facilitate getting the supplies. Specialty Heat Treating, Inc. in north Holland has volunteered their conference room in evenings. Ideally one other volunteer would be able to bring their sewing machine. If you would like to be apart of this let me know.

Foster List

- We are still trying to update our foster list. If you are interested in fostering this would be your job for HHS. We expect that you will be taking care of this animal. Helping them to adjust to a home life and working with the animal so we can find it a forever home.
- Fostering an animal can be a big commitment. We ask that you fill out a foster application that you can get at the front desk. Then if we have an animal that needs a home we will email everyone on the list to

see who is available to take that animal in. Sometimes we only need you to do it for a month sometimes longer. Every case is different.

- If there is an animal you would like to foster please talk to Lindsey at the front desk. If you would like to be put on the foster list please email Lindsey at fosters@harborhumane.org