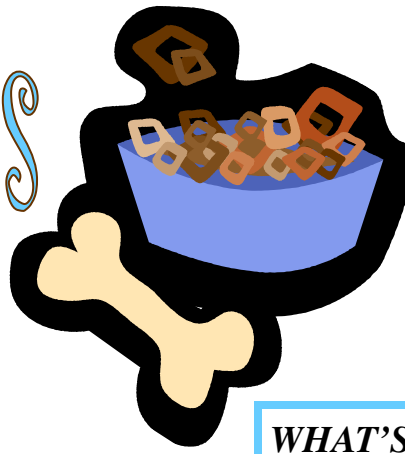


Kibbles & Bits

*Harbor Humane Society Volunteer Newsletter
Spring 2009*



WELCOME to the first edition of Kibbles & Bits, a newsletter designed to keep Harbor Humane Society volunteers updated on shelter activities, volunteer opportunities, special events and all things HHS related.

Many of you may already know that in February HHS did some staff restructuring and you may see old faces in new jobs. Lindsey Klomparens has moved back up to the front office and is handling adoption counseling, dog temperament testing and foster care coordination. Abbei Monroe has now become the Marketing & Volunteer Director. Molly Klont can now be found in animal admitting coordinating rescues and intake. We also would like to welcome Andrea Bruce to the HHS team. Andrea can be found working in animal admitting. If you have any questions regarding staffing, please feel free to contact us.

New Volunteer Schedule ~ Starting June 1, 2009, volunteers will be asked to sign up for the shifts they would like to work. A schedule will be sent out via email once per month and volunteers may pick the shifts they would like to work.

The schedule will be posted on the volunteer board in the Education Room.

If you have any questions or comments, please let Abbei know.

Thanks!

WHAT'S INSIDE?

Spring volunteer needs

Volunteer Dept. in need of summer intern

Letter Writing Campaigns

Putts for Paws

HHS in need of donations

Dog Obedience Classes

Foster Parents Needed



June 25, 2009

Grand Haven Golf Club



HHS Spring Volunteer Needs

Now that the warm weather is here, we get many requests to participate in many special events. Volunteers are needed and greatly appreciated! If you are able to help at any of these events, please email volunteers@harborhumane.org

ADOPT-A-THONS

June 13 12 pm ~ 4 pm Petco, Holland

Two volunteers are needed to help unload pets and take dogs out to potty, load up after event.

June 15 5 pm ~ 8 pm Culvers, Grand Haven

Culvers Kid's Night, two volunteers are needed to help unload pets and take dogs out to potty, load up after event.

June 17 5:30 ~ 8:30 Mill Point Park, Spring Lake

Part of the annual Spring Lake Heritage Festival, HHS Adopt-a-thon. Four volunteers are needed to help unload pets and take dogs out to potty, load up after event.

June 20 10 am ~ 4 pm American Red Cross Pet Disaster Squad Fundraiser Ottawa County Fairgrounds

Six volunteers are needed to man an informational table, transport dogs/cats, unload and take dogs out to potty, load up after event.

MICROCHIPPING CLINICS

Volunteers are needed to help with paperwork at the following microchipping clinics

May 16 12 pm ~ 4 pm Must Love Dogs, Washington Street, Grand Haven

May 23 10 am ~ 2 pm Pet Supplies Plus, Alpine Ave location

SPECIAL EVENTS

June 16 5 pm ~ 8:30 pm Spring Lake Heritage Festival Dog Walk Central Park, Spring Lake

Ten volunteers are needed to help register walkers, man an informational table at Central Park & Old Boys Brewhouse, walk the route, transport walkers from Old Boys Brewhouse back to Central Park following walk.

June 25, 7 am ~ 4 pm 2nd Annual Putts for Paws Golf Outing Grand Haven Golf Club

Ten volunteers are needed to register golfers, work silent auction, drive beverage cart, set up & tear down, help potty dogs for adoption.

If you are interested in any of these positions, please contact Abbei at volunteers@harborhumane.org.





JOB TITLE: Volunteer Department Intern

PAY CATEGORY: Unpaid

SUPERVISES: N/A

REPORTS TO: Volunteer Director

Job Duties & Responsibilities: This list represents examples only and is not an exhaustive list of all responsibilities, duties, or skills required. Job duties & responsibilities are inclusive of, but not limited to, the following:

1. Assists in answering phone calls, respond to routine inquiries regarding various animal-related questions, programs, events, donations and volunteers.
 2. Provide word processing (MS Word) & spreadsheet/database (MS Excel & Access) assistance for Volunteer Director to include the production of volunteer schedules, requests and correspondence
 3. Input contact information volunteers into corresponding databases on a daily basis or as needed.
 4. Monitor data entry performed by volunteers to ensure accuracy.
 5. Assist Executive/Development/Marketing Director with marketing & fundraising events to include helping to solicit volunteers
 6. Maintain volunteer orientation/training schedule
 7. Send email correspondence to volunteers as needed
 8. Provide assistance on special projects as assigned by the Volunteer Director.
- Complete all other duties & assignments as required.

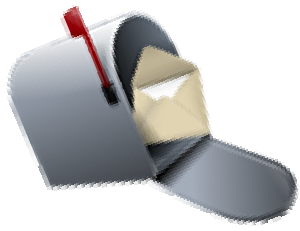
Minimum Qualifications:

1. High School Diploma
 2. Attending an accredited university or college
- Current & valid MI drivers license and clean DMV record; proof of valid & current automobile insurance.

Knowledge, Skills, Abilities & Other

1. Skill and proficiency using MS Office programs (Word, Excel, Outlook, PowerPoint & Access)
2. Detail oriented strong organizational skills, and ability to prioritize & multitask & be a team player.
3. Professional courteous manner in interfacing with donors, potential donors, fellow employees & the general public.
4. Strong verbal & written communication skills
5. Must be able to maintain confidentiality relating to shelter records.





Many of you are aware that the economy has had a huge impact on our surrenders/stray intake of animals. The amount of animals coming into this building is staggering. We've consistently talked about the shelter running on a shoe string budget, we've consistently talked about cutting back expenses, payroll, staff, etc. We send out fundraising appeals, newsletters, and host fundraising events, all to keep our shelter afloat. It has become increasingly difficult to raise money in this economy.

We now need to appeal to you, our wonderful volunteers. We are asking for your help in recruiting donors. We are asking each volunteer to send out a letter writing/email fundraising campaign to your own friends and family.

What is a letter writing campaign?

It's a successful fund-raising idea! A letter writing campaign is a great, yet easy way to help raise funds for Harbor Humane Society. The best fund-raising stories come from the people who care for hundreds of animals that are essentially uncared for by anyone else. Letter writing campaigns are successful because friends are asking friends to support them in their fund-raising efforts. You will be amazed about how much money you can raise by writing a simple letter. We have put together some information for you. Keep in mind, the average letter writing campaign can raise as much as \$2000...sometimes even more. If only thirty two of our volunteers were to send out a campaign, that could equal \$64,000!

How to have a successful letter writing campaign....

Write a heartfelt letter appealing to your friends, family, loved ones to support HHS in any monetary amount they can afford.

Email/send your letter to no less than 25 individuals.

Send specifically to people you know, a Christmas card list is a great start!

A letter should include the following info:

- A general statement about HHS (the mission statement is a good one to use)
- Information about why this cause is important to you
- Information about how to donate ~ online at www.harborhumane.org, in person, by phone or mailing a check.
- A photograph of you with either your own pets or a shelter animal, this helps to put a "face" on our shelter.
- An ask for money. A sentence such as "Please support HHS with a \$10, \$25, \$50 or any amount you can contribute"

HHS will provide you with donation envelopes and letter writing help if you need it. If you would like to see some samples of letters, please see Abbei. You may also use any computer in the building to write, print or email your letter.

We know so many of you already give so much of your time and talents to HHS and we appreciate every

Harbor Humane Society is in need of monetary donations to support the following funds:

HERO Project ~ In 2005, Harbor Humane Society established the H.E.R.O. (Help Everyone Reduce Overpopulation) Project. Since its inception, the H.E.R.O. Project has spayed/neutered more than 650 animals. Harbor Humane Society is now in desperate need of donations to this fund. More than 50 calls for vouchers are being received each week and the project has been depleted of funds. HHS is currently not able to honor requests for vouchers due to the lack of funding.

The H.E.R.O. Project has been established to increase the spay/neuter of pets in Ottawa County. Anyone whose income is at or below poverty level can apply for a spay/neuter voucher for their pet. The voucher is for the full cost of the procedure.

In today's tough economy, the H.E.R.O. Project becomes even more important. Good pet owners are being forced to decide between surgical sterilization for their pets or household needs. A \$50 donation can cover the costs of one surgery and prevent the birth of hundreds of unwanted animals. For every human infant birth in the United States, forty five kittens and fifteen puppies are also born. Many end up in animal shelters or euthanized. In 2008, more than 4000 animals from Ottawa County alone came into Harbor Humane Society and almost half were euthanized due to pet overpopulation.

You can make a difference in the lives of countless animals by contributing to the H.E.R.O. Project. Tax-deductible donations can be sent directly to Harbor Humane Society at 14345 Bagley Street, West Olive, MI 49460 or made online at www.harborhumane.org. Please note on your check that your donation is specifically for the H.E.R.O. Project.

General Fund ~ HHS is currently caring for more than 400 animals per month. With the decline in the economy, we expect this number to continue to rise. This puts a serious strain on the already tight budget. We are in need of monetary donations

For more information call us at 616.399.2119 ext. 111 or visit us online at www.harborhumane.org.

Its Kitten Season!

Spring brings many new faces to Harbor Humane Society. Mommy Cats along with litters of kittens are brought to the shelter on an almost daily basis.



Foster homes are desperately needed to house mommies and babies until kittens are old enough to be put up for adoption. Dedicated foster parents are also needed to foster young orphaned kittens.

If you can help, please contact Lindsey Klomparens at 616-399-2119, ext. 119.



June 25, 2009
8:00 a.m. Shotgun Start
Grand Haven Golf Club

Sponsorship Opportunities

- Title Sponsor** **\$5000**
Event Ownership, "Your Company" Putts for Paws to benefit Harbor Humane Society. Full proposal available.
- Super Shootout Sponsor** **\$2500**
Be a part of an exciting Super Shootout! Two Qualifying contestants will have the opportunity to win \$100,000! Sponsor of this event will receive golfing with cart, continental breakfast, lunch & participant gift for four golfers. Sponsor provided banner will be hung in the Clubhouse, Signage with company name will be placed at the Shootout event, Sponsor Logo will appear on all promotional materials, including event poster, HHS website & Paw Prints newsletters.
- BONE-US Holes Sponsor (5 Sponsorships available)** **\$1000**
Golfers will have added opportunities to win exciting prizes at the BONE-US holes! Sponsors of BONE-US holes will receive golfing with cart, continental breakfast, lunch & participant gift for four golfers. Sponsor provided banner will be hung in the Clubhouse, Signage with company name will be placed at one BONE-US hole, Sponsor Logo will appear on all promotional materials, including event poster, HHS website & Paw Prints newsletters.
- Putting for Pups Sponsor** **\$750**
One lucky golfer will have the opportunity to win \$2500 at the exciting Putting Challenge! Sponsors of The Putting Challenge will receive golfing with cart, continental breakfast, lunch & participant gift for four golfers. Sponsor provided banner will be hung in the Clubhouse, Signage with company name will be placed at the Putting Challenge, Sponsor listing will appear on all promotional materials, including event poster, HHS website & Paw Prints newsletters.
- Kibble Time Sponsor** **\$500**
Sponsors of Kibble Time will receive golfing with cart, continental breakfast, lunch & participant gift for two golfers. Table tents with company name will be placed on all dining room tables during both the continental breakfast and lunch, Sponsor listing will appear on all promotional materials, including event poster, HHS website & Paw Prints newsletters.
- Hole Sponsor** **\$200**
Signage at one hole on the course, sponsor listing on all promotional materials including event poster, HHS website & Paw Prints newsletters.

For more information, please contact
Harbor Humane Society, attn: Abbei Monroe
14345 Bagley Street
West Olive, MI 49460
www.harborhumane.org



*June 25, 2009
8:00 am Shotgun Start
Grand Haven Golf Club*

Golfer Registration

YES! I/We would like to golf in the Second Annual Putts for Paws Golf Outing to benefit Harbor Humane Society.

<u>Golfer Name</u>	<u>Email Address</u>	<u>Phone</u>
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____
4.) _____	_____	_____

My check in the amount of \$_____ is included.

Please bill the following credit card in the amount of \$_____.

Name _____ VISA MasterCard Discover

Billing Address _____

City _____ State _____ Zip _____

Account Number _____

Customer Verification Number _____ Expiration Date _____

Please invoice me. All invoices must be paid by June 1, 2009.

Dog Obedience Classes

Harbor Humane Society is teaming up with
Al Casimiro of K-9 Specialist to offer
Dog Obedience Classes.

Al Casimiro, West Michigan's own Dog Whisperer, along
with two assistant trainers will conduct five weeks of basic
obedience classes beginning June 1, 2009.
Twenty percent of all class fees will be donated to
Harbor Humane Society.

Obedience classes will run nightly
Monday ~ Thursday
Participants will choose one night per week.
7:00 p.m. ~ 8:30 p.m.
Harbor Humane Society
14345 Bagley Street, West Olive
Class fee is \$175

Each week will consist of a new basic command:

Sit
Stay
Come
Heel
Down

Class size is limited and pre-registration is required.
All human participants must be at least 16 years of age and
all dogs must be older than 10 weeks. All dogs must be
current on all vaccinations and both human & dog friendly.

For more information,
please log onto www.k9specialist.net or
contact Al Casimiro at 616-212-3054