



SAVE, A Friend to Homeless Animals

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Volunteer Manual 2010 – 2011

INTRODUCTION

Welcome to SAVE, A Friend to Homeless Animals' Volunteer Program. Being a volunteer is extremely rewarding, educational, exciting and fun. You can have a huge impact on the lives of many homeless animals. It is rewarding to see how the animals respond immediately to the love they receive while they are in residence at the shelter.

SAVE's volunteer program was created for the animals. We would like to thank you for choosing to participate. As a volunteer, you are a valuable asset to our organization, and to many animals who need loving homes. Thanks to our volunteers, dogs are walked everyday; cats are socialized, dogs learn basic obedience training; sick, injured or abused dogs and cats recuperate in foster home,; and most importantly, dogs' and cats' lives that would otherwise be euthanized are saved.

This manual has been prepared for you as a reference guide. It contains information regarding our policies and procedures, and how to safely handle shelter animals. Please read it carefully so you will be well equipped to provide quality care to SAVE's animals.

Thank you for giving your time and energy to SAVE, A Friend to Homeless Animals. We hope that the time you spend at the shelter will be as rewarding to you as it is for our furry friends.

HISTORY

SAVE was co-founded in 1941 by two forward thinking women, Dr. Cornelia Jaynes and Emily Myrick. Through a series of selfless donations of time, money, land and resources, these two remarkable women created the Princeton Small Animal Rescue League - Small Animal Veterinary Endowment, which we today know as SAVE.

In February 2006, SAVE merged with Friends of Homeless Animals (FOHA). The combined organization, SAVE, A Friend to Homeless Animals, is now the largest shelter for companion animals in Princeton. Animals that come to SAVE receive any necessary medical treatment and attention before they are placed for adoption. We do not consider euthanasia an appropriate option except in extreme cases when all attempts at rehabilitation have failed.

MISSION

Founded in 1941, SAVE is a 501(c) (3) non-profit shelter dedicated to protecting the health and welfare of companion animals in the greater Princeton area. Through six core programs of Rescue, Shelter, Adoption, Health and Welfare, Spay/Neuter and Humane Education, SAVE strives to substantially reduce the animal overpopulation and the corresponding euthanasia of adoptable and treatable animals in the community. SAVE endeavors to build, foster and strengthen the human-animal bond.

POLICIES, GUIDELINES, RULES, REGULATIONS

SAVE, A Friend to Homeless Animals relies on its volunteers to be dependable and effective during their volunteer hours. By meeting these commitments, the program operates smoothly and the animals benefit greatly.

Dress Code

We suggest you wear comfortable clothing and non-skid rubber-soled shoes.

Accident Reporting

If you are injured in any way by one of our animals, please let the shelter manager or assistant manager know immediately so we can fill out an incident report and attend to your injury.

Off-Limit Areas

Certain areas of the shelter are off-limits to volunteers unless specifically authorized to enter. These include the isolation ward, the intake buildings (house and cottage) and personnel offices.

Smoking

Smoking is not allowed in any portion of the building. If you must smoke, please do so outside and not near the entrance to the shelter. Please do not litter the property with cigarettes.

Privacy

Any information pertaining to Animal Control records and cases which you may become privileged to (including names, addresses, phone numbers, etc.) as a result of your position is confidential and may not be discussed with others. Volunteers are specifically prohibited from discussing any aspect of Animal Control records and cases with any representative of the media.

Your personal information (name, address, phone number) may not be disclosed, and will not be provided to anyone unless authorized by you.

SAVE reserves the right to dismiss any volunteer who behaves in an unprofessional or disruptive manner.

DISEASE AND PREVENTION

If a shelter animal shows any of the following symptoms, immediately notify the Caretakers or Management.

1. Diarrhea
2. Vomiting
3. Ocular (eye) discharge
4. Nasal discharge
5. Sneezing or coughing
6. Loss of appetite
7. Lethargy
8. Dehydration
9. Abnormal gait or muscle control
10. Excessive salivation

Steps we take for disease prevention

1. Vaccination
2. Proper sanitation
3. Isolation of infected animals
4. Minimization of overcrowding
5. Proper ventilation and fresh air
6. Elimination of internal and external parasites

Hand sanitation is a must before entering/departing any animal area.

VOLUNTEER OPPORTUNITIES

Angels

Angels are special volunteers who may not be able to adopt a certain cat or dog, but go the distance to see that an animal is well cared for. Our angels visit our cats and dogs, help pay for vet bills, and often bring treats and toys to the shelter. SAVE cats and dogs thrive under the wings of these special people.

Cat Care

This position involves working with the cats in the shelter. It includes maintaining the well-being of the cats by cleaning out their cages and litter boxes, refreshing their water, and providing much needed TLC. If you love cats but can't foster, this is the job for you. Volunteering to help our staff with the cleaning before hours can be scheduled with a staff member.

Cat Fostering

Fostering involves caring for one or more of our cats in your home when the shelter environment is not suitable. There are certain requirements prior to being approved as a foster parent which can be discussed with management. Foster parents should be able to make a commitment to spend time socializing the cat. Not every cat is available for foster care.

Cat Socialization

Our shelter cats long for love and attention. You can help us out by spending quality time with them. This special one-on-one time out of their cages allows for playtime, grooming and treats. Volunteers must be at least 14 years old or accompanied by an adult. Cat socialization may be done anytime during shelter business hours, which are Tuesday through Saturday 12:00 - 6:00 p.m. and Sunday 12:00 – 4:00 p.m. It is especially useful for our shy felines to improve their chances for adoption.

1. Please follow any instructions on cage cards throughout the cat rooms.
2. If you take a cat out of its cage (only if there is a green dot), then please remember to put the cat back in the correct cage.
3. You are welcome to bring in toys for the cats as long as they are checked by management first.
4. Some of our cats are on special diets for various reasons, please check with a caretaker before feeding them. Do not bring in or offer human food to our shelter cats.
5. If you find that you are here late in the day and filling the garbage in the cat rooms, please empty and change the bag. Leaving garbage in the rooms makes the shelter environment unpleasant.
6. We try to keep cats' cage cards marked with color coded stickers.
 - a. Green (go) - Very friendly.
 - b. Yellow (caution) - May be a little shy.
 - c. Red (stop) - Please do not let out of the cage.
7. We would prefer there only by 5-7 cats out of their cages at one time.

Dog Care

This position involves working with the dogs in our shelter. It involves maintaining the well-being of the dogs by cleaning kennels, washing bowls, stocking supplies, giving treats and toys, grooming, etc. You must be 18 years or older.

Dog Fostering

This position involves caring for one of our dogs in your home while the dog awaits adoption. There are certain requirements prior to being approved as a foster parent. Foster parents should be able to make a commitment to spend time with a foster dog and give all the exercise, socialization, love and attention the dog needs. Not all dogs are available for foster.

Dog Walker/Trainer

Regular exercise is important for both humans and animals. A walker provides each dog at our shelter the opportunity to get out and stretch its legs, play and obtain a bit of training. Walkers may volunteer anytime during shelter business hours. By donating even a half hour once or twice a week, you can help make the stay of a shelter dog more enjoyable until a new home can be found. For safety reasons, dog walkers must be at least 18 years old or have an adult present.

1. SAVE staff are the only people that are allowed to take dogs out of their kennels to be walked by volunteers.
2. Please remember to take poop bags when you are walking our dogs and PLEASE pick up after them. We do not want to offend our volunteers or our neighbors.
3. Please use Mt. Lucas Road for walking our dogs, but do not enter the Old Orchard development or any side streets.
4. Please notify management or one of our caretakers if you notice any medical or behavioral problems with one of our dogs while out on your walk.
5. Please refer to our handout on **Handling Dogs Safely at the Shelter.**
6. If you work with a particular dog on behavior training, let staff members know how the dog is responding. We like to be updated on the progress, and potential adopters will appreciate it too.

Nassau Street Dog Walking

Using your own transportation, you may bring one of our adoptable dogs wearing an “Adopt Me” vest to walk on Nassau Street. We ask that you hand out our information cards to people you meet. This promotes public awareness for SAVE.

Buildings and Grounds

Keeping SAVE’s facility looking clean and neat for the public is very important. Hosing down patios; washing windows and floors; taking out trash, and gardening are just a few of the many projects at the shelter.

Handyman (or woman)

We have an endless list of items that are in need of repair. If you are a “handy” person who enjoys tinkering with faucets, wires, plaster and paint, there are many ways to help.

Animal Professionals

We can always use professional services from veterinarians, trainers, groomers and the like to help our dogs and cats get through tough times. If you are a professional and would like offer your professional services, please contact the shelter.

Donation Canister Monitors

These volunteers help collect money from SAVE’s donation canisters which are placed at local businesses.

Public Relations Outreach

These volunteers attend community events, dog shows, pet fairs and many other off-site functions. Often, SAVE has an information booth/table to help promote the shelter.

Pet Adoption Outreach

Help our animals find new and loving homes by assisting our adoption counselors in taking pets to several locations throughout Mercer County. Such locations include PetSmart and Petco. Sites and time of events vary and you must be 14 years or older.

Fundraising and Public Relations

Raising funds and creating awareness is critical, especially in these hard economic times. Volunteers may assist with the following:

1. Help plan and coordinate one of our special fundraisers.
2. Distribute flyers and brochures.
3. Assist with mailings and computer work.
4. Help identify prospective donors and volunteers.

THANK YOU for volunteering at SAVE, A Friend to Homeless Animals. The experience is not only rewarding for you but for all 75 of SAVE's animals whose lives you help and hearts you touch.

Hours of Operation at the shelter are:

Tuesday through Saturday 12:00 – 6:00 p.m.

Sunday 12:00 - 4:00 p.m.

Closed on Monday

Please feel free to call us or email with any questions you may have.