

## VOLUNTEER ORIENTATION, LIABILITY & APPLICATION PACKET

We are delighted that you are interested in volunteering at the Bulverde Area Humane Society (BAHS). As a BAHS volunteer you will be an important person in meeting the health, welfare and socialization needs of the animals in our care. BAHS has lots of volunteer opportunities for adults, families and junior volunteers. A junior volunteer (JV) is classified as anyone under 17; all JVs must be accompanied by a parent or guardian while the minor is participating in BAHS programs and activities.

**Our Mission:** BAHS is a non-profit organization that provides a caring and secure environment for homeless and surrendered dogs and cats.

**How we Operate:** BAHS is powered by volunteers. We are managed and operated by a working board of directors. On the days that we are open to the public (Tuesday, Thursday & Saturday 10-1) there is a shelter day manager who oversees adoptions, prioritizes tasks, and assigns duties for the day. The shelter employs part-time caretakers who feed the animals, clean the pens, and maintain the grounds. When the shelter is closed the telephone is monitored and messages are returned in a timely manner. Monthly board meetings are held at 6PM the third Thursday of the month. Please see the website ([www.bulverdeareahumanesociety.com](http://www.bulverdeareahumanesociety.com)) for the agenda and meeting location. The public is welcome and encouraged to attend.

**Our No-Kill and Euthanasia Policy:** BAHS is a no kill humane society. We do not euthanize healthy, well socialized animals. We do practice euthanasia in the true sense of the word, to end suffering of a critically ill or injured animal, or as a last resort in the case of a dangerously aggressive animal. Such decisions are serious and must be made by the board of directors. As a BAHS volunteer we ask that you respect and support our policies. For more information please ask to read the full Euthanasia Policy.

**Admitting Animals to our Shelter:** Unfortunately we cannot take in every animal, though we wish that we could. We can only take in healthy, well socialized animals and only as many as we can properly house and care for. Whenever possible we try to accommodate the requests of our volunteers but in reality there times we just cannot help. As a BAHS volunteer your friends and neighbors will appeal to you for help with strays and unwanted pets. Please understand that we maintain a waiting list and prioritize based upon need; so notify us and work with us and the waiting list. And always remember we can only take in when we adopt out and you can be a huge help with this also!

**Professional Presence & Safety:** As a BAHS volunteer always remember that you represent the shelter. It's important that you maintain a polite and professional attitude. What you say will be taken as policy so please don't offer comments, unless you are absolutely sure of the answer. The shelter manager or the adoption event coordinator should be informed of any problems or conflicts. Safety is a primary concern so we ask that you wear closed toe shoes not sandals or flip flops.

We also ask that all BAHS volunteers purchase a shelter T-shirt available for \$10. These shirts should be worn at off site events.

## VOLUNTEER OPPORTUNITIES

Please review the following and annotate on the application where you want to volunteer!

**Animal Care:** Tuesday, Thursday & Saturday 10-1. Animal care workers exercise, socialize, bathe and groom the dogs and cats in our care. New volunteers start out as Level 1 dog handlers and can only walk dogs that are so designated on each dog's pen. The dog walking protocol will be provided on your first working day at the shelter. Handlers must attend a class before handling Level 2 dogs. Please ask the shelter manager about Level 2 information. Adoption counseling is not part of these duties, so please direct all inquiries from the public to the shelter manager or designated representative.

**Adoption Counselors and Office Worker:** Tuesday, Thursday & Saturday 10-1  
After an animal care worker has worked several months at BAHS they are eligible to be trained as adoption counselors. Please ask the Shelter Manager for more information.

**Adoption Event Dog Handlers:** On Saturdays and sometimes Sundays – THIS IS OUR GREATEST NEED! We do regular monthly off site adoption events and need handlers. At the events you present the dog to the public and participate in the adoption process. This is an extremely rewarding position and our primary adoption venue. We also need transporters to take the animals to the events. A week before an event we send out an e-mail to our volunteer pool and ask you to sign up for the day.

**Animal Transporters:** All of our animals are spayed or neutered before being adoption. We transport these animals, as well as those that need other medical treatment, to local veterinarians, usually 1-3 times a week. Drop off times are 7-8 in the morning and pick up after 4PM. If this is something you could do on your way to work and/or after work it would be greatly appreciated.

**Foster Volunteer:** As needed Volunteers foster animals that may need more nurturing and socialization than shelter life provides. Fosters are also needed to bottle feed newborn pups and kittens. Once the animals are ready to be adopted they are either returned to BAHS or brought to adoption events.

**Special Committees:** We have committees that work on various projects, such as: Finance (includes fundraising & grant writing); Policies & Procedures; Media Communications (includes newsletter); Projects & Plans, and Animal Publicity. These committees are comprised of board and shelter volunteers and meet 1-2 times a month. The members report back to the board for approval of all projects before implementation. Contributing in this way gives participants a great avenue to get to know and work with the board members and possibly joining the board at a later date.

To get started please complete the attached volunteer application, liability release and guideline agreement and turn this in to the Shelter Manager prior to the orientation. We are delighted to have you join our shelter group!

