

FRIENDS OF CATS

NEW VOLUNTEER INFORMATION SHEET AND GUIDELINES

Welcome to Friends of Cats, one of the few “NO KILL” shelters in California. We have helped thousands of homeless cats through donations and memberships since 1929. Our staff consists of administrators, medical personnel, and kennel workers.

As a new volunteer, you will be working with the cats in our “ADOPTABLES” area. Once you have earned 100 hours you may receive further training and instruction that will enable you to work with our sanctuary cats. You will also receive a certificate and have your photo taken with your favorite feline resident, which will be posted on our volunteer board.

We are successful because volunteers are a strong link in our daily operation. We need people like you who are willing to spend quality time with our kitties. It is crucial that they stay happy and loved until they find homes. Volunteering can be very rewarding and we expect your experience to be fulfilling and beneficial.

Volunteer hours are from 10am to 3:30 pm Tuesday through Sunday. If you have any questions, please feel free to contact April Wilson, the Volunteer Coordinator, at (619) 561-0361 ext.102. We hope you enjoy volunteering here at Friends of Cats, and we look forward to working with you!!

FOR SCHOOL CREDIT: YOU MUST HELP WITH ONE EVENT OR EQUIVALENT TASK FOR EVERY 25 HOURS OF VOLUNTEER WORK.

Although, volunteers are not paid, they ARE VALUABLE AND PRICELESS TO THE SUCCESS OF OUR SHELTER – THANK YOU FOR YOUR SUPPORT!!

Friends of Cats reserves the right to terminate your volunteer status as a result of any of the following:

- Abuse or mistreatment of any cat
- Failure to comply with policies, rules, and regulations
- Unsatisfactory attitude, work, or appearance
- Not appearing for an event that you have signed up for without good cause

GUIDELINES

Please . . .

- always sign in and out every time you volunteer - this is how we keep track of your hours; please **sign in by the quarter hour**
- remain with children under the age of 14 at all times and in all areas of the shelter
- always wash your hands between rooms
- do not go out of the building to the lifetime care/sanctuary area
- familiarize yourself and comply with FOC policies and procedures
- do not give treats to cats in C7, they are on special diets
- notify office staff if you see a kitty that appears to be sick
- uphold high standards of moral and ethical treatment of cats
- avoid any areas that are currently being cleaned
- **hold all information regarding cats, clients, and staff, as confidential**
- **keep your personal belongings with you at ALL TIMES**
- be aware that not all cats like being handled, so approach timid or fearful cats very carefully. **If you are ever scratched or bitten, please report it to the office staff immediately.**
- do not attempt to break up any kitty scuffles. Please notify a staff member immediately if there is a concern
- assume all risks involved in all duties performed for FOC; such duties may include handling cats, custodial and kennel assistance, and other volunteer duties

Failure to comply with any or all of the obligations outlined in this agreement may immediately terminate my services

I have read the above information and will abide by the guidelines:

Signature/Date