

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. 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 cats. 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 10 am to 4 pm Tuesday through Sunday. If you have any questions, please feel free to contact the shelter at (619)561-0361. We hope you enjoy volunteering here at Friends of Cats, and we look forward to working with you!

FOR SCHOOL CREDIT: YOU MUST GIVE AT LEAST ONE WEEK’S NOTICE FOR A HOUR CREDIT LETTER.

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

- Abuse or mistreatment of any cat
- Failure to comply with policies, rules, and regulations
- Unsatisfactory attitude, work, or appearance

GUIDELINES

- always sign in and out by the quarter hour every time you volunteer-this is how we keep track of your hours
- an adult must remain with children under the age of 16 at all times
- always wash your hands between rooms
- do not go out of the building to the sanctuary area or into the hospital area without permission
- familiarize yourself and comply with FOC policies and procedures; assume all risks involved in all duties
- notify office staff if you see a kitty that appears to be sick
- uphold high standards of moral and ethical treatment of cats
- 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

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