

Florence-Lauderdale Animal Shelter Volunteer Department

NEW VOLUNTEER PACKET (updated February 23, 2011) Florence Lauderdale Animal Control Shelter

Introduction to New Volunteers

Thank you for your interest in volunteering at our local shelter; we look forward to working with you. Remember, the volunteer staff is here to help you so please don't hesitate to ask for assistance as you learn.

Volunteers must:

1. Be at least 12 years of age. Between the age of 12 and 14, volunteer must be accompanied by a parent or adult. The volunteer will be under a probation period and will be evaluated by a Coordinator.
2. If under 18 years of age, parents or legal guardian must co-sign the application.
3. Must be 15 years of age to be a dog walker.
4. Be able to commit to eight hours of service per month.
5. Be able to commit to scheduled volunteer times according to our immediate needs.
6. Be able to squat, bend, twist, lift, and stand for long periods while working directly with the animals.
7. Attend required hands-on training/interview.

COMMUNITY SERVICE: Must submit an application and be scheduled as any other volunteers. We will accommodate all CS volunteers according to our immediate needs and availability to do pet care. If they must complete CS hours within a short time frame or we don't have any openings during our regular morning and afternoon shifts, we'll schedule them to come late morning or afternoon shift to do the following tasks: laundry, mopping, washing/disinfecting dog water/feeder dispensers (on the side with the empty kennels), cleaning the outdoor exercise pens, emptying garbage bins, washing/disinfecting cat litter boxes in the garage large sink, washing/disinfecting cat water/feeder bowls, etc. A *Certificate of CS Completion* will be provided.

What to do?

1. Review our policies and Daily Pet Care instructions, as provided in this packet.
2. Apply online – if you cannot do this, a coordinator will provide you with a copy of our application to fill and he/she will submit an online application for you.
3. Your application will be forwarded to FLAC as required by the shelter policy.
4. Wait to be interviewed, trained, and scheduled according to our immediate needs and availability before you begin your volunteer experience.

Who's In Charge?

BOARD OF DIRECTORS

Cadie Palmer, SAViA Development Director

Bessie White, SAViA Operations Director

Melody Murray, SAViA Administration/Website Director

DEPARTMENTS/PROGRAMS

ARTS & CRAFTS BAZAAR

BIRTHDAY PARTY CLUB – new 2011

DKH CONSTRUCTION PROJECT (Dog Kennel/House)- new 2011

FOSTER CARE

JR. VOLUNTEER PROGRAM

LOST/FOUND/WANTED PETS

MEDS/VACCINES/VETTING

NEWSLETTER

OFFSITE ADOPTION/EVENTS/PUBLIC RELATIONS

PET CARE COORDINATORS

PET CARE COORDINATOR ASSISTANT

PET CARE SHIFT ASSISTANTS

PET CARE SHIFT ASSISTANT SUBSTITUTE

PET CARE MID-DAY SHIFT ATTENDANTS

PHOTOGRAPHY/VIDEOGRAPHY

RESCUE/TRANSPORT

VOLUNTEER APPLICATION PROCESSING/SCHEDULING

WEBSITE EDITORS/BLOGGERS

VOLUNTEER TRAINING: We train all our volunteers one-on-one during our regular daily pet care shifts. You will be introduced to all facets of our volunteer program: tour the facility, stocking the kitchen, outdoor garbage dump, shelter and volunteer department policies, pet care instructions, kennel card preparation and on-hand pet care.

FOSTERING POLICIES: If you wish to foster, please submit an online "Foster A Pet-form". Whenever you foster, remember that you are financially responsible for elective vetting. For all emergency vetting, please contact our Directors. Please make sure that the puppy has had his/her first round of vaccinations, Parvo and KC vaccinations and has been dewormed prior of taking it home. We are encouraging all foster families to take this opportunity to s/n the pet. Call the shelter and ask them to schedule your pet for surgery with Dr. Nunley. You are responsible for bringing your fostered pet to FLAC for transport to Dr. Nunley on the scheduled day.

GENERAL FACILITY CLEANING

- Mop the kitchen between groups of puppies and use clean towels and pet toys.

- Mop the walkway around the kennels as often as you can.

If we want to contain the KC virus, we must implement all the preventive measures simultaneously. Therefore, vaccination and a clean facility are a must

PET CARE

MEDS: All meds are inserted in meds envelopes/box pills with instructions (dosage, pet names, etc.). If you have a question; please contact your Coordinator or our Directors. De-worming, KC vaccines & Parvo vaccines are administered by assigned volunteers only.

WATER BOWLS & FEEDER DISPENSERS CLEANING (In the Adoption Side ONLY)

- Remove and clean the ones from the empty kennel first and switch them for the dirty ones in the kennel that has dogs/puppies.
- Please wash the water bowls and feed dispensers in bleach water and dry well (mix ¼ cup of bleach in 1 gallon of water to clean with). Afterward, dilute 1 Vitamin C in each water bowl. Thank you.

MON AM: kennel #01 - 2 feed dispensers and water bowls for kennels 01-05.

MON PM: kennel #02 - 2 feed dispensers and water bowls for kennels 06-10.

TUE AM: kennel #03 - 2 feed dispensers and water bowls for kennels 01-05.

TUE PM: kennel #04 - 2 feed dispensers and water bowls for kennels 06-10.

WED AM: kennel #05 - 2 feed dispensers and water bowls for kennels 01-05.

WED PM: kennel #06 - 2 feed dispensers and water bowls for kennels 06-10.

THU AM: kennel #07- 2 feed dispensers and water bowls for kennels 01-05.

THU PM: kennel #08- 2 feed dispensers and water bowls for kennels 06-10.

FRI AM: kennel #09 - 2 feed dispensers and water bowls for kennels 01-05.

FRI PM: kennel #10 - 2 feed dispensers and water bowls for kennels 06-10.

PROTOCOL FOR CONTROLLING KENNEL COUGH VIRUS

To prevent spread of kennel cough, caretakers should take the following precautions:

- Wash hands with soap and water (if soap and water are unavailable, use an alcohol-based hand cleaner) or wear/change disposable gloves

- Before and after handling each animal
- After coming into contact with animal saliva, urine, feces or blood
- After cleaning cages, water/feeder bowls, dirty towels/blankets

PUPPY CARE: All our shelter puppies are given the first round of vaccinations and are dewormed. During that time a puppy will either respond to the vaccine or get very sick and weak.

Standard Puppy Care Protocol In The Adoption Side

1. 1) wear a disposable apron.
- 2) wash your hands between puppy groups.
- 3) TAKE THE PUPPIES TO THE VOLUNTEER STATION
- 4) use clean towels between puppy groups
- 5) use clean toys between puppy groups
- 6) MOP & DRY FLOOR W/ BLEACH/WATER SPRAY AFTER EACH GROUP
- 6) socialize for at least 20 mns .
- 7) do not feed canned food to puppies w/out Jeanie's approval.

PUPPY ISOLATION ROOM PROTOCOL

1. There are 4 pens in the Puppy Room marked 1,2,3,4 and 4 plastic bins marked 1,2,3,4.
2. New pups are bathed, vaccinated for KC and Parvo, and de-wormed (only by assigned volunteers or FLAC's staff).
3. Place each batch of puppies in a pen with a basket, blanket, puppy food and water.
4. Puppy food is marked in plastic bin by the drink machine.
5. When the pen needs cleaning lift puppies out--put in appropriate plastic bin and clean pen with daily freshly mixed bleach: 1 part bleach and 32 parts water (1/4 cup of bleach to 1 gallon of water).
6. Let it sit for 10 minutes, rinse, dry. Replace blanket if needed. Clean/disinfect water/food bowl.
7. The floor of the puppy room does not slope quite right so you will have to be careful that water does not flow from one pen to another.
8. Wash hands well between pens.
9. Wear disposable gloves and apron.
10. Puppies will remain in the puppy room--no handling apart from cleaning the pen.
11. After 10 days if they are OK they can go to adoption pens.
12. If a puppy gets sick we'll try for immediate foster care.
13. The Parvo vaccine is repeated after 3 weeks.
14. As a new shelter protocol all dogs from 6 weeks to 2 years receive KC and Parvo vaccines which is repeated after 3 weeks to fully inoculate.

15. The main thing for the pups is to reduce stress and give some comfort so that their immune system can work against viruses.

KC/Parvo Alert Puppy Care Protocol

- Keep the puppies in the kennels.
- Use clean towel to cover the drain.
- Use clean toys.
- Use a cot to sit and play with them as usual.
- DO NOT feed canned food to puppies without Jeannie's approval.

Dog Care Protocol

- *Wear a new disposable apron before handling each dog.
- *Wash your hands before and after handling each dog.
- *Walk/socialize each dog for at least 20 mins.
- *Pick up dog waste from outdoor exercise pens after each dog.
- *Change liner in outdoor garbage bin after each shift.

AM volunteers: clean kennels #01-05 water bowls daily.

PM volunteers: clean kennels #06-10 water bowls daily.

If the KC is not contained, all canines will remain in their kennels.

Cat Care Protocol

- *Wear a disposable apron.
- *Wash your hands before and after handling each cat.
- *Socialize with cats from each cage for at least 20 mins.
- *Scoop waste and add new litter.
- *On Monday morning and Friday afternoon wash litter boxes and add new litter.
- *Wash and refill water/feeder bowls.
- *Keep a bucket of clean water and ¼ capfull of bleach for mopping
- *Empty the garbage bin after each shift.

PROGRAM POLICIES

General Rules

As volunteers we represent FLAC (Florence Lauderdale Animal Control) and we wish to project the professional image of our SAViA Volunteer Department to the shelter and to our community. While each department has its own set of rules that we must follow, we have some general rules for our entire volunteer roster.

PLEASE ABIDE BY THE FOLLOWING:

- *PLEASE* come in only when you are scheduled. If you cannot come in, you must inform your Coordinator and our Schedule Coordinator. If you do not show up twice without informing your Coordinator and your Schedule Coordinator, you could be dismissed or replaced until the issue is resolved.
- All new volunteers are under a 4 week try-out and can be dismissed at any time due to inappropriate behavior, duty performance, failure to inform their Volunteer Scheduling Coordinator and/or the Pet Care Coordinator when they can't come as scheduled, or failure to abide by the Shelter and SAViA's Volunteer Department policies and procedures.

Note: All volunteers will be evaluated every 3 months. Volunteer Performance Reports are confidential and viewed only by Cadie, Bessie and Melody. When necessary, a recommendation for dismissal will be issued to Mr. Vinny Grosso, FLAC's manager, for his review and approval.

- *DO NOT* volunteer without filling out an application online, being scheduled according to our immediate needs, and trained. Friends or family that would like to help you must have applied, been approved and scheduled before they can assist.
- If you have a young child volunteering with you (must be at least 12 years of age and must be scheduled together with you according to our pet needs), you must keep them with you at all times. The safety and enjoyment of your children are your responsibility, not the responsibility of the shelter staff or our other volunteers.
- All volunteers and their children (who must be 12 years of age) must be scheduled according to our needs and shifts to attend any offsite adoptions/events. ALL volunteers needing to fulfill community service hours for schools or courts will follow new volunteer protocol.
- **NO** unscheduled volunteer can take over another scheduled volunteer's slot/shift.
- If you return to the shelter after a 6 month break, you will be required to re-apply online, sign a new volunteer packet and agree to an assessment after 4 weeks.
- All volunteers **MUST** log in/out: record name, date, arrival/departure time, and write a brief description of the tasks you performed, problem, need, and suggestion in the Volunteer Logging Notebook in the volunteer station.
- All volunteers are to kindly refrain from bringing unscheduled children and personal pets.
- *PLEASE* refrain from "gossip/talking" to the FLAC staff about ANY SAViA volunteer or ANY volunteer related issue or problem. Gossip/talking includes gossip, rumors and bad mouthing and is **NOT** welcome at the shelter, period.

- Issues and problems about the volunteer program should remain within the program itself. If the issue is serious, it should be reported to the Volunteer Coordinators and to the Directors.
- PROFANITY will NOT be tolerated among the SAViA volunteers or with the FLAC staff. It is offensive, as well as being rude to the public.
- IN case of an emergency situation at the shelter, contact Jeannie, the FLAC shelter's receptionist and she will follow the shelter's protocol.
- ONLY Coordinators or assigned volunteers are allowed to go through the Kennel Cards box at the front office. Coordinators can run copies of the original kennel cards for volunteers to write info on the laminated kennel cards attached to the kennel doors.

DRESS CODE: We ask that our volunteers wear long pants, close-toed shoes, T-shirts with sleeves or our volunteer T-shirt and volunteer badge (if provided). We do not permit volunteers to wear flip-flops, bare mid-riff shirts, or clothing that exposes other body parts unnecessarily. You can order SAViA volunteer T-shirts directly online at our website. We order T-shirts several times a year.

As new amendments to this Volunteer Packet are added, they will be forwarded to all Volunteers, Coordinators and posted on our website at www.florencelauderdaleshelter.com

Safety of the FLAC staff, Volunteers and Animals is of utmost importance and can be achieved only through strict adherence to the FLAC Shelter and its SAViA Volunteer Department program guidelines. This volunteer program is a privilege, not a right. We withhold the right to dismiss any volunteer as it becomes necessary.

There will always be new programs, projects and events in the making that will benefit our FLAC staff, our pets, our volunteer staff and our community.

Our website has made a massive impact in networking adoptions, fostering, rescuing and volunteering. It is becoming another avenue for all our volunteers to communicate, so please use it – www.florencelauderdaleshelter.com

It's a privilege to be part of a group that makes a prolific difference and has made FLAC a remarkable place to volunteer. Thank you!

Cadie, Bessie and Melody

I have read this New Volunteer Packet. By signing, I acknowledge that I have read and will abide by the policies, rules and regulations described herein to the best of my ability.

Signature of New Volunteer

Date

Please sign and date this page and return to your Coordinator. Thank you!

Shelter Animal Volunteers in Action
Florence Lauderdale Animal Shelter & Colbert County Animal Shelter
256-415-PETS
saviaflac@gmail.com and saviaccac@gmail.com

Waiver & Release

Adopted Pet Spay/Neuter Transport

In an effort to help reduce the population of unwanted births of dogs and cats, Shelter Animal Volunteers in Action, would like to extend to new adopters a service that will pick up your newly adopted dog or cat, transport to a local vet for spay/neuter surgery and then transport your pet back to you. We understand that in our busy lives, we may not remember to take this important step in pet ownership until it is too late. Allow us to serve you and your newly adopted pet by utilizing our responsible and caring volunteers who are willing to transport your pet to and from the vet when you are unable to. There is a minimal fee of \$5.00 to cover the gas to and from the vet.

Waiver and Release From Liability

Event: SAViA Adopted Pet Spay/Neuter Transport

Event Date: _____/_____/_____

By this waiver, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with Shelter Animal Volunteers in Action activities and events organized by Shelter Animal Volunteers in Action.

I understand and confirm that by signing this Waiver and Release, I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress. My signature is proof of my intention to execute a complete and unconditional Waiver and Release of all liability to the full extent of the law. I am 18 years of age or older and mentally competent to enter into this Waiver.

_____/_____/_____
Signature of Adoptee of Pet Date

Schedule Date/Time For Transport: _____/_____/_____ : _____ AM or PM

Home Phone: _____ Cell Phone: _____ Email: _____

Physical Address where pet is located: _____

Directions to pet location:

Notes:

SAViA FOSTER CARE PROGRAM

www.florencelauderdaleshelter.com

www.colbertcountyshelter.com

saviaflac@gmail.com

saviaccac@gmail.com

256-415-7329

FCP is primarily:

A chance for hard to adopt animals due to their breed, old age, injuries, etc.

A safe and caring place for newborn puppies and kittens.

A healing place for sick and injured pets.

A loving home while waiting for transport to a rescue or be adopted at local events.

HOW DOES IT WORK?

From our local animal shelter to a Foster Home.

Foster family transports pet to a Veterinarian for spay/neuter surgery.

Pet will attend scheduled adoption events or will be transported to a rescue.

FCP is recruiting:

Foster Home Coordinator: Review & approve applications & submit home reports.

Transport Coordinator: Coordinate transport to local veterinarians & to rescues.

Rescue Coordinator: Contact rescues & process paperwork.

Adoption Event Coordinator: Organize & oversee adoption events.

Want to volunteer for any of these positions?

Submit a Volunteer Application directly online!

WISH LIST

Florence-Lauderdale Animal Shelter

Colbert County Animal Shelter

Items Can Be Purchased At Your Local Wal*Mart

Dollar Tree, Dollar General, Fred's or Any Discount Retailer

- Canned/Dry Food for Dogs/Puppies & Cats/Kittens
- Washable Toys
- Frontline for Fleas
- Advantix for Ticks
- Vienna Sausage for meds dispensing
- Benadryl 25mg tablets
- Alcohol
- Peroxide
- Ear Mite Medicine
- Medical disposable gloves
- Puppy pads
- Puppy gates/pens
- Bleach
- Laundry detergent
- Dryer sheets
- Anti bacterial soap
- Copy paper
- Folding chairs
- Folding tables
- Cypress Xfine landscaper mulch for outdoor exercise pens

THE SHELTER PETS THANK YOU FOR YOUR DONATION!

www.florencelauderdaleshelter.com

www.colbertcountyshelter.com

PET CARE JOB DESCRIPTIONS & PROMOTION PROTOCOL

PET CARE DIRECTOR: Must be at the shelter for a minimum of 3 hours daily either during morning or afternoon shift. Supervise, assist, train and evaluate all volunteers. Prepare/update kennel cards and dog/puppy master list. Submit all required reports. Evaluate volunteers' performance and recommend promotions. Must have attended our Orientation Class and must have volunteered one (1) year. Must be 18 years of age.

PET CARE DEPARTMENT ASSISTANT: Same job description as Pet Care Director but only has to have volunteered for 6 months.

PET CARE SHIFT COORDINATOR: Assist and train all volunteers either during morning or afternoon shift. Oversee all the operations during his/her shift. Prepare/update kennel cards and dog/puppy master list. Send all required reports. Evaluate volunteers' performance and recommend promotions. Must have attended our Orientation Class and must have volunteered one (1) year. Must be 18 years of age.

PET CARE SHIFT ASSISTANT: Assist and train all volunteers. Oversee all the operations during his/her shift. Prepare/update kennel cards. Send Daily Shift Report. Must have volunteered three (3) months. Must be 18 years of age.

PET CARE TRAINING COORDINATOR: Assist all volunteers and train new volunteers. Send required reports. Must have attended our Orientation Class and must have volunteered three (3) months. Must be 18 years of age.

PET CARE ATTENDANT: Pet care, push food down the dogs' feeders, wash/disinfect/refill dogs' water bowls and feeders. Laundry, general cleaning, etc.

MID-SHIFT VOLUNTEER: General cleanup of the adoption site: mop walkway around kennels and the volunteer station, puppy room, laundry room/bathing room, wash/disinfect water bowls and feeders, laundry, stock up the kitchen (paper towels, trash bin liners, etc.), prepare master list of dogs/puppies, clean pet outdoor exercise pen, etc. between 1145am and 115pm. If the morning shift is short handed, a list of tasks will be noted on the white board including pet care.

POSITIONS AVAILABLE/JOB DESCRIPTIONS

BIRTHDAY PARTY CLUB: BD party in the staff lunch/break room. Invitations will include a list of dog/cat food and supplies. Parents are responsible for sending invitations, decorating and cleaning the room. Great way to promote shelter, adoption and volunteering. This is done from your home.

BROCHURE EDITOR: Design and distribution. This is done from your home.

DKH (Dog Kennel/House) Construction Project: This project is targeting our Florence and Lauderdale students to commit their weekends, school holidays and summer vacation to build dog kennels and dog houses but anyone can participate.

JR. VOLUNTEER PROGRAM. If you have a child under the age of twelve who would like to help out, we suggest one of the following positions within our Junior Volunteer program:

Recipe Chef - Our Recipe Chefs cook recipes that they create, find, or are given by the Head Chef. Treats made are given to the shelter dogs by the chefs themselves, and the recipes collected will be used for future fundraising events. [Recipes created or found must be approved by the head Chef.]

Pet Journalist – Pet journalists visit the shelter and write stories about the dogs and cats that have been there the longest to help get them adopted out. The stories will be posted on the website and sent through emails on a mailing list.

Pet Artist – When a photograph is not provided, Pet Artists draw pictures of wanted, lost, and found pet listings based on the description given. The pictures are posted on the website under the lost/found/wanted pet listings.

Volunteer Interviewer – The Volunteer Interviewers ask questions to their assigned volunteer and write stories about them for our website.

Card Illustrator – Card Illustrators design and/or color the covers of thank you and special event cards on behalf of our volunteer program.

Event Reporter – Event reporters go to offsite adoptions, tablings, or special events and write an article to post on the website. Pictures can be taken and sent in with the articles.

Penny Pickers – Everyone can be a Penny Picker! Penny Pickers keep an eye out for pennies and coins at their park, playground, or favourite store and collect them for the shelter animals.

MONTHLY TABLING: Petco, Pet Depot, Wal*Mart or other approved businesses/organizations to distribute flyers, newsletters, etc. to promote our shelter and adoption. Display our shelter pets via a pc. Take survey to encourage the public to get involved with our shelter.

NEWSLETTER EDITOR: Collecting information/photos (from our website) and publishing a monthly newsletter. This is done from your home.

LOST/FOUND/WANTED PETS Coordinator. Process all registration forms. Review, log, and forward all replies. Upload all success stories in the Lost and Found Pets Archive. Check back in with submitter for updates. Prepare flyers for posting at the shelter, Petco, Pet Depot, etc. and emailing to all our volunteers. This is done from your home.

OFFICE ASSISTANT: Take and type minutes at meetings, type letters, make calls, run errands, research information, etc.

ORIENTATION CLASS INSTRUCTOR: Saturday from 10:00 AM to 12:00 AM or weekdays from 12:00 AM to 1:30 PM. The first hour is to review pet care procedures, shelter and volunteer department policies. The second hour is on-hand training.

PET TRANSPORTER: Transport pets to veterinarians or rescue organizations.

PR COORDINATOR: By-weekly advertising in Times Daily for volunteers and Wish List. By-weekly advertising for volunteers on Free Ads Weekly for Volunteers and events. Updating AmericanTowns.com of future events. Updating VolunteerMatch.org. Promoting adoption, recruiting volunteers, planning fundraising/offsite adoption events, designing and distribution of Volunteer Department T-shirts, design fliers for distribution, etc.

RESCUE/FOSTERING COORDINATOR: Must be able to perform temperament evaluation. Process paperwork to send pets to rescue organizations.

RESCUE/FOSTERING COORDINATOR ASSISTANT: Calling and emailing rescue organizations and potential foster homes to evacuate pets from our shelter. This is done from your home.

PET CARE SCHEDULE COORDINATOR: Daily emailing/phoning to all coordinators and volunteers to assure morning and afternoon care for our dogs, cats and puppies. Daily revising of weekly schedule via Google Calendar. Updating immediate need for substitutes and new volunteers onto our website. Processing new volunteer applications. Updating list of volunteers on our website. Processing Orientation Class registrations and coordinating Orientation Class. This is done from your home.

PHOTOGRAPHY/VIDEOGRAPHY. Take photos/make video at the shelter or events

PROMOTIONAL PROJECT – bulletin board, fliers, magnets, bookmarks, etc.

RECEIVING. Volunteer will fill information cards and take photos of all incoming pets to be routed to either the Strays or Adoption side. Then, will upload the info and photos directly onto our website and call the radio party line to announce our newly available pets for adoption.

VET & MEDS COMMITTEE: Monthly inventory and coordinate purchase of vaccines and medicine. Monthly budgeting for vaccines, medicine and vetting. Update balance sheet and inventory sheet.

VET TAXI. Volunteer and Coordinator. This is done from your home. Schedule volunteers to transport pets to the vet for sterilization surgery in the morning and back to the owner's home in the afternoon. A fee of \$5 will be collected from the pet owner for gas expense.

VIDEOGRAPHY/PHOTOGRAPHY. Take photos/make video at the shelter or events

VOLUNTEER APPLICATION PROCESSING/SCHEDULING – must have experience in spreadsheet and calendar. Log all new applicants in Editgrid spreadsheets, Google Calendar and Gmail contact list. Send a welcome email. Forward applications to shelter. Post applicants' profile/photo on website. Send friendly reminder email and text to all pet care volunteers. Schedule all pet care volunteers according to immediate need and availability. Contact substitutes. This is done from your home.

WEBSITE VIDEO/PHOTO PRODUCER: Shoot short videos and/or take photos of our facility, volunteers doing pet care and shelter pets to update our slideshow and events.

WEBSITE ADMINISTRATORS: Positions currently filled by Bessie White and Melody Murray

WEBSITE CONTRIBUTOR: Create and edit their posts but cannot publish them to show on the site. An editor or administrator can approve the posts that contributors create. After it's approved, the contributor can no longer

edit what they've written. Posting videos/photos of our pets and volunteers onto our Website, Face Book and My Space

WEBSITE EDITOR: Uploading all of our shelter's fostered pets, offsite adoptions/events, success stories, volunteer weekly schedule, monthly newsletters, etc. Maintain the website informative for our volunteers and community. Design new links, categories, pages, posts as needed. This is done from your home.

WEBSITE Lost & Found Pets: Process all registration forms. Review, log, and forward all replies. Upload all success stories in the Lost and Found Pets Archive. This can be done from your home.

WEBSITE Pets Wanted: Process all registration forms. Review, log, and forward all replies. Upload all success stories in the Pets Wanted Archive. This can be done from your home.

How You Can Help

Florence Lauderdale Animal Shelter

Colbert County Animal Shelter

Volunteer Program

Socializing the pets and cleaning their kennels is an important part of our volunteer program! Spend time with the animals at the shelter, or help with offsite adoptions and fundraising/tabling events.

Junior Volunteer Program

Too young for our shelter volunteer program? Try our Junior Volunteer program, instead. Positions include Recipe Chef (our shelter pets are the recipe judges), Pet Journalist, Event Reporter, Volunteer Interviewer, Pet Depot Volunteer, and Pet Artist.

Fost-Adopt Program

We are starting a Fost-Adopt program. Fost-Adopt families will foster our shelter pets over the weekend and join us at scheduled offsite adoptions.

Donations

We always need supplies and funding for our shelter! Donate your money, resources (including vet experience or grooming skills), or supplies! You can drop them at the shelter or visit us at an offsite event.