



Guidelines for Carver-Scott Humane Society PAD Volunteers

We want volunteering at our Pet Adoption Days (PAD) to be a safe and fun experience. We will always try to have one or more of our “regular” PAD volunteers who have been doing this for a while on hand to greet our new volunteers, explain the set-up process, and answer your questions.

Set-up and Clean-Up

1. Our PAD volunteers should arrive around 11:00 AM, prior to the official start of the PAD, so that they can assist with setting up tables, chairs, and cages, as well as being on hand when the animals start arriving.
2. At the end of the PAD at 3:00 PM, we expect our PAD volunteers to pitch in to help with the clean-up.

Cats and Kittens

1. Please refrain from banging, rattling, or dropping the cages during setup so as to minimize the noise because there will be cats waiting nearby in their carriers. Loud noises only add to the cats’ stress in an environment that is already strange and frightening to them.
2. Before taking a cat or kitten out of a cage to pet or hold, always ask the cat foster beforehand if it’s ok. Some cats can be frightened by the unfamiliar and noisy PAD environment, and they could bite, scratch, or even escape.
3. If you are holding a cat or kitten, please remain in the cat area. Do not go wandering about the store with them. Also, do not allow any potential adopters to wander off with a cat or kitten without verifying with the foster that the adoption has been approved.

Dog Handlers

1. If you have been given a dog to hold, it’s your responsibility to keep that dog safe and under your control.
2. Many dogs can be quite excited upon arriving at the PAD (most will calm down after a bit). Handle your dog in a calm and firm manner. Don’t allow your over-excited dog to jump on other people or dogs. If you feel that the dog you are holding is too much for you to handle, let us know, and we will arrange for someone else to hold the dog.
3. Other dogs may be timid or feeling overwhelmed upon arriving at the PAD. Again, it’s important to project a calm and in-charge attitude, and to respect the dog’s needs. Keep your smaller or more timid dog a safe distance away from any of the more rambunctious or aggressive dogs. Remember that a dog who feels threatened may bite out of fear.
4. Find out the name, age, breed, and gender of your dog. Also, ask the foster who brought the dog for any further information about the dog’s temperament, whether the dog is housetrained, etc, so that you will be able to provide this information for potential adopters looking at your dog.
5. Speak up and volunteer information about the dog to anyone who takes an interest, such as “This is Lexi, and she’s a lab cross who is about a year old.” That breaks the ice, and encourages potential adopters to ask further about the dog.
6. Anyone who is seriously thinking about adopting your dog should be invited to speak to the dog’s foster and then to proceed to the dog adoption table to fill out an adoption application.
7. Do not release control of your dog to anyone who’s not a CSHS volunteer unless it’s been verified that the dog’s adoption has been approved.
8. If you are watching over one or more puppies, everyone will want to hold the puppies. It’s ok for people to hold the puppies, but do not allow anyone to take the puppy out of your site unless it’s been verified that the adoption has been approved.

9. You can find poop bags in the dog tote, so please take one with you when walking your dog outside so you can clean up after your dog.

Pet Photos

1. We take photos of those pets that are new to CSHS at the PAD. We have two photographers who take the photos, but we usually need two or three helpers to assist with holding up sheets for a backdrop, writing down the pet information, fetching the pets for their photo session, etc.
2. Pet photos usually start around 1:00 pm.
3. The pet photos help to promote the pets in the local newspapers and on PetFinder which enables them to find new homes, so this is an important part of our PADs.

General

1. PETCO is generous enough to allow us to use their place of business to host our PADs. We all need to be respectful that the store is a place of business.
2. It's best to eat an early meal prior to coming to the PAD. Snacks and soft drinks are permitted, but remember that this is a retail business. If you have a health condition that requires you to eat a meal during PAD, just ensure that it's not going to create a mess, or make advance arrangements to take a quick meal break.
3. If you have children accompanying you, please do not permit them to run around unsupervised, or otherwise disturb PETCO shoppers or staff.
4. If you are bitten or scratched or otherwise injured at PAD, let us know right away. We have first aid kits available.

Thank you for contributing your time and talents to help the homeless animals!

I acknowledge that I have read the above PAD guidelines, and agree to abide by them:

PAD Volunteer Signature: _____

Date: _____

--- For volunteers under the age of 18 only ---

As the parent or guardian of the PAD volunteer, I acknowledge that I have reviewed the PAD volunteer guidelines:

Parent's Signature: _____

Date: _____