

Lewis County Animal Shelter Volunteer Handbook

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Thank you for becoming a Lewis County Animal Shelter Volunteer. Our volunteers are very important to us. You make a huge difference in the lives of the animals that reside at the shelter. Every moment that you spend with one of our dogs or cats makes their stay here a little bit happier.

LCAS MISSION STATEMENT

The mission of the Lewis County Animal Shelter is to house and care for the homeless and unwanted animals throughout Lewis County. Promote responsible pet ownership through education and outreaches. Strive to find all adoptable pets a lifetime home.



LCAS Volunteer Orientation Meeting

Getting Started as a Volunteer: All volunteers must attend an orientation meeting before they begin working with the animals. Orientations are normally held the first Friday (3:30 p.m.) and the third Saturday (2:00 p.m.) of each month. **ORIENTATION TIMES AND DATES SOMETIMES CHANGE SO PLEASE CALL THE SHELTER TO VERIFY.** The meeting will be at the shelter, and the length of time will depend on the number of people attending. Periodically we need to reschedule the orientation due to conflicts. Please call to make sure meetings will take place. If you cannot make the regularly scheduled meetings, please contact the shelter staff.

Please fill out the attached forms and drop them off at the shelter or bring them with you to the meeting. Keep the top three informational pages for your reference.

Shelter Hours: The shelter is open from 10:00 a.m.-4:00 p.m. Monday through Saturday. Volunteers may visit any time during open hours. Please conclude your visit and be signed out by 3:45. If you do not have your own transportation, please make sure your ride arrives before 4:00 as the shelter gates will be closed and locked.

General Information

- ☞ Always close all doors and gates behind you.
- ☞ Sanitize your hands often and definitely between each animal that you handle.
- ☞ Report all escapees immediately. Do not try to catch them yourself.
- ☞ Don't play with the animal in a manner that would cause them to bite you. For example most cats will bite when his/her stomach is rubbed. Do not play rough with dogs or encourage them to chase you. If an animal bites, he will have to be quarantined and may not be adopted.
- ☞ Report any bites that break the skin so we can quarantine the animal. The vaccination history on most of the animals is totally unknown.
- ☞ Report any aggressive or unusual behavior immediately.
- ☞ You can always give food and water if an animal is out. Or clean up messes in kennels. Please dispose of all waste products in the blue dumpster outside.
- ☞ We can always use adults that help with landscape maintenance, mowing and such. Contact the Shelter Manager (Amy) for more information.
- ☞ Volunteers under 16 must be accompanied by an adult while they volunteer. That adult must have attended orientation and filled out volunteer forms. Please limit your stay to 1-2 hours per visit.

- ☞ Most of all; have fun with the pets!



Walking Tour

- ☞ General tour—play yard, bathroom, dog kennels, cat room, laundry room, back area.
- ☞ Please sign in *every* time you visit. Please use the nametags on the bulletin board. Make sure to return those with clips.
- ☞ Please generously use our “This dog/cat is special” cards to tell people what you have learned about the animals you visited.
- ☞ Only staff is allowed in the back. No exceptions. Do not talk about the animals in the back. They are not available for adoption.
- ☞ We have disinfectant available for your hands and clothing.
- ☞ Animals in the side office area are not available for adoption. Ask the staff before visiting.



Visiting with our Cats

- ☞ You can visit with the cats in the cages and take them out and hold them but they must be returned to their cage. Handle only one cat at a time from the cages.
- ☞ Be careful to not mix kittens from different litters.
- ☞ When you can brush cats, clean any hair out of the brush before and after using. Disinfect with chlorhexadine when done.
- ☞ Sanitize your hands between handling each cat.



Visiting with our Dogs

- ☞ Do not let dogs greet each other or linger in front of kennels.
- ☞ Watch out for other dogs and cats going in or out with a dog.
- ☞ Use a choke chain with a leash or noose leash to handle and walk dogs.
- ☞ If you can't manage to get a dog out of the kennel, choose a different dog to walk.
- ☞ Dogs cannot be off leash except in the fenced play yard. You may want to let them drag their leash in the yard if you think they might be hard to get a hold of.
- ☞ Scoop dog poop on your walks and leave in outside dumpster. Bags & plastic gloves are in the hallway and in the play yard. Poop goes in the blue dumpster outside.
- ☞ Make sure to disinfect the tub and rack thoroughly before and after washing puppies (under 6 months old) to help prevent the spread of disease. To accomplish this, spray the tub and rack thoroughly with Rocal or Bleach.
- ☞ Please do not walk any dogs that...
 - Have just arrived and are not available for adoption (check dates on cards).
 - Have been adopted or are being held for pre-adoption.
 - Have a “do not walk” or “has owner” designation sticker.
 - Are under 6 months old. These young dogs and puppies can be played with in their kennels, in the hallway or in the extra office with the door shut. You must mop the floor before and after playtime.
- ☞ When you put a dog back after a walk, move his magnet on the board so that others know he has been walked.
- ☞ Sanitize your hands between handling each dog.

