



*Dear New Volunteer,*

Welcome to the Humane Society of York County. We thank you for choosing us as the organization you wish to contribute your valuable time. Your efforts will make a significant difference in a cat or dogs life while they are temporarily living at the shelter waiting to go to their forever home. We hope you find your experience with us rewarding.

The following information will help acquaint you with the Humane Society of York County and assist you in making your volunteering most successful. If you have any questions, please contact the Humane Society of York County at 803-802-0902.

### **ORIENTATION**

Orientations for new volunteers are held on the first Saturday of every month from 10:00 a.m. to 11:00 a.m. Orientations are held at the shelter.

We welcome current volunteers to join orientations to discuss their experiences and ask questions or offer recommendations about the Humane Society of York County.

### **SHELTER HOURS**

Adoption hours are Tuesday – Sunday from 1 p.m. – 4 p.m. The staff is at lunch between 12 noon and 1:00 p.m.

Though the shelter is closed to the public on Mondays and major holidays, volunteers are still needed in the morning.

### **VOLUNTEER HOURS**

Volunteer hours can vary based on the volunteer programs you choose. The following are general volunteer programs and hours:

- Walking Dogs, Cleaning and Shelter Upkeep – 9:00 a.m. to 12:00 noon 7 days a week (except on major holidays).
- Socializing Cats, Cleaning and Shelter Upkeep – 9:00 a.m. to 4:00 p.m. Tuesday through Sunday and 9:00 a.m. to 12:00 noon on Mondays (except on major holidays).
- PAWSibilities Thrift Store – Two to Four hour shifts are available at PAWSibilities Thrift Store Wednesday through Sunday. Store hours are Weds 10:00 a.m. to 4:00 p.m., Thursday 10:00 a.m. to 8:00 p.m. , Friday and Saturday from 10:00 a.m. to 5:00 p.m. and Sunday from 1:00 p.m. to 4:00 p.m.
- Please see additional volunteer programs noted below.

### **GETTING STARTED**

You can begin volunteering before attending orientation, however, it is still necessary that all volunteers attend the next scheduled orientation. Just go to the shelter during the hours and days that are most convenient for you.

The first time you go to volunteer at the shelter, please go between 9:30 and 11:30 am on **Tues., Thurs. or Saturday.** **Please park in the back lot and use the BACK door (third door from the left)** as the front will not be open until 1pm. Check in with Jean or Lori to get started. If you are under 16 years of age, a parent or responsible adult must accompany you whenever you come to the shelter.

### **VOLUNTEER PROGRAMS**

There are many things you can do to help in the shelter: socializing cats, cleaning cages, doing laundry, processing newspapers, general cleaning, and walking dogs.

### Walking Dogs –

- [Closed-toe, sturdy shoes are required when walking dogs. Sandals or flip flops can cause serious accidents.](#)
- The staff or your trainer will tell you which dogs/puppies can be walked, and which should **NOT** be walked. Sometimes an animal is in quarantine, recuperating from surgery or recently arrived and still nervous.
- For your safety, staff members will assist you in leashing the dogs while you are getting to know them and the dog is getting to know you.
- Ask the staff member, the name of the dog. This is important in the event the dog gets loose. Knowing the gender and the dog's personality is important to be sure he/she socializes well with other dogs.

### Socializing Cats -

- Cat/kitten petters / socializers can visit the shelter during the times outlined above. Please check with a staff member before taking cats or kittens out of cages as some require special handling. Some animals may be in quarantine if they have not had appropriate shots/tests.

### Holding a Fundraiser –

- If you are in school, think about having a school fundraiser to help us move into our new shelter. If your class, group, club or sorority/fraternity needs a project, there are many ways to raise money for the Humane Society. Please call the Humane Society of York County at 803-802-0902.

### Shelter Greeter –

- We need volunteers to greet potential adopters when arriving at the shelter between the hours of 1:00 – 4:00 Tuesday through Sunday. If you are interested in volunteering as a greeter, please contact Virginia Capezio at 617-378-1204 or email at [vcapezio@comporium.net](mailto:vcapezio@comporium.net).

### Fundraising, Marketing, Special Events –

If you are interested in participating in a fundraiser or special event or helping develop marketing materials please contact Mary Beth Knapp at [marybethknapp@comporium.net](mailto:marybethknapp@comporium.net)

### Thrift Store / PAWSibilities -

To volunteer at the thrift shop, please contact Betty Dotson at [bdotson@comporium.net](mailto:bdotson@comporium.net).

### Other Volunteer Opportunities –

If you are interested in fostering, bottle feeding, or office work, please contact Vicki at 803-802-0902.

If you have any questions or comments about volunteering, please feel free to speak with a staff member or call me at 617-378-1204. We look forward to working with you and together making a difference in the lives of our “temporary” furry friends!

Sincerely,

Virginia Capezio  
HSYC Volunteer

# HUMANE SOCIETY OF YORK COUNTY (HSYC)

## BECOME A VOLUNTEER

Please complete this application, including the waiver on the back, sign it and give it to one of our staff, or mail it to the Humane Society of York County, 2036 Carolina Place, Fort Mill, SC 29708. You will be contacted regarding our volunteer needs and upcoming events.

Today's Date \_\_\_\_\_

Birth Date (mm/dd/year) \_\_\_\_\_ (Required)

Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Email Address (Required) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Do you work \_\_\_\_\_ Yes \_\_\_\_\_ No

What days/times are you available to volunteer? \_\_\_\_\_

*I am interested in the following volunteer areas:*

- \_\_\_\_\_ Helping with animals Directly:
  - \_\_\_\_\_ Feeding/Cleaning/Walking dogs-Large \_\_\_\_\_ Small \_\_\_\_\_ Both \_\_\_\_\_
- \_\_\_\_\_ Playing with/socializing cats
- \_\_\_\_\_ Fundraising / Special Events
- \_\_\_\_\_ Clerical / Phones / Computer
- \_\_\_\_\_ Helping at Adoption Sites \_\_\_\_\_ Transporting Animals to Adoption Sites
- \_\_\_\_\_ Marketing / Publicity
- \_\_\_\_\_ Thrift Shop Staff
- \_\_\_\_\_ Humane Education / Speaker
- \_\_\_\_\_ Foster Care \_\_\_\_\_ 24 hr. feeding of puppies and/or kittens

Experience, skills or talents you would be willing to share:

\_\_\_\_\_  
\_\_\_\_\_

**Junior Members:**

Will you be using hours toward community service? \_\_\_\_\_ For \_\_\_\_\_

If you have any questions, or require additional information, please call the Humane Society of York County at (803) 802-0902 and leave a message for the volunteer coordinator.

**THANK YOU FOR CARING!!!!**

# Humane Society of York County

## WAIVER OF LIABILITY

I, \_\_\_\_\_, as a volunteer service provider to the Humane Society of York County, hereby declare that I shall not hold HSYC liable for any illness, injury, or disease I might contract or sustain while working in said capacity.

In addition, if I participate in the HSYC Foster Care Program, I agree and abide by the following conditions:

1. The animal(s) are the sole property of HSYC.
2. The animal(s) shall be returned to HSYC upon request, or if I am no longer able to care for them.
3. I agree to follow all HSYC policies.
4. I understand that I do not have any right or authority to keep or place foster animals in other homes or with other individuals.
5. I understand that many viruses have an incubation period of 7 to 14 days, and I understand that my own pets may be at risk of contracting a contagious virus. I accept that risk and the responsibility of treatment if necessary, at my own expense for my own animals.
6. I agree to hold HSYC harmless from direct or consequential damages arising out of this foster care agreement.

I understand that there are certain risks inherent in handling animals, and I accept those risks.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

All volunteers must sign the Waiver of Liability before commencing volunteer duties. If the volunteer is under 18 years of age, the volunteer's parent or guardian must sign the waiver.

Member \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Start Date \_\_\_\_\_ Trainer \_\_\_\_\_

## **PLEASE REMEMBER:**

Some of these animals have lost their trust in humans by being abused or abandoned. You can help them regain their trust by offering love and attention.