



THE HUMANE SOCIETY OF ELMORE COUNTY

255 Central Plank Road (Hwy 9)

Wetumpka, AL 36092

Ph: 334-567-3377 Fax: 334-567-8774

Website: www.elmorehumane.org

Email: hselco@bellsouth.net

PETsMART VOLUNTEER GUIDELINES

1. Helpful things to do before the shelter van arrives include:

A. If you are scheduled for the first shift, call the shelter the day before & ask if setup will be for indoor or outdoor adoption. Arrive 15 -30 minutes ahead of time to meet the van and help unload the critters. If you are scheduled for **the last shift**, please stay and help close the site & help load the remaining critters & equipment in the van for the trip back to the shelter.

B. If indoor, ask PETsMART employee(s) for a large cart (on which to load crates with pets inside). Wait inside or outside with cart for van to arrive directly in front of the store.

C. Indoor adoption location. We are normally located in the back of the store on the far right side of the benches that are along the back wall. We CANNOT use those benches as part of our adoption site as those are for the Banfield Vet Clinic clients.

D. If outdoors, ask a PETsMART employee for clean-up tools (rake & poop pan aka dust pan!!). Get a garbage bag from them (or take one) and clean the site before the van arrives. The shelter van will pull up along side of the grassy area. Help shelter employee unload van & set up site. This sometimes includes setting up tents to keep the critters out of the sun, as well as tables, chairs & crates.

2. For your comfort:

A. Indoor or outdoor, bring your own “comfort” items, such as a chair, ice chest, etc.

B. Please wear appropriate shoes as doggy poop may be everywhere outside from inconsiderate customers. We try to clean up, so our potential adopters won't mind coming into the area to look at the critters!!

3. During Adoption Hours:

A. During the time you are there keep a watchful eye out for children (as well as unthinking adults) who might open the portable kennel gate. Many want to hold the animals. If they are small



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children, ask them to sit in a chair & take the puppy to them. Monitor them to ensure the puppy does not fall and be injured or get away from you.

B. Puppies poop, please be prepared to pick it up **as soon as it happens**, so that the site can be kept presentable !!! (plastic bag over your hand, pick up poop, turn bag inside out and voila, tie a knot and throw in trash; or you can provide your own plastic gloves!!!) Then toss it in the large plastic bag or trash can that will be on site.

C. When the shelter employee is away from indoor or outdoor site to finalize an adoption, you are responsible for the site. Please be observant of the surroundings.

D. Other important things to do:

(1) As soon as time permits, put adopt me vests on older dogs.

(2) Take older dogs for a walk as soon as possible after the set-up is complete. Be sure to take plastic bag in case they poop on the walk.

(3) If adoptions are outside, after walking them outside, take them inside the store. We are also trying to socialize our animals and every new situation helps them.

(4) Make sure dogs have a small amount of water in bowls in the portable kennels.

(5) Do not lose control of the animals or give to a potential adopter so they can “show” someone. Go with the potential adopter and maintain custody of the shelter pet.

Thank you for all that you do for our animals. Your help is greatly appreciated.