



## HUMANE SOCIETY OF ELMORE COUNTY, INC.

255 Central Plank Road (Hwy 9)

Wetumpka, AL 36092

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

Website: [www.elmorehumane.org](http://www.elmorehumane.org) Email: [hselco@bellsouth.net](mailto:hselco@bellsouth.net)

### SCHOOL SERVICE INSTRUCTION SHEET

#### **Important!**

- You must have volunteer paperwork & a signed liability form on file at shelter before you can volunteer for any event.
- You must sign in & out at the front desk or with a shelter staff/board member if at PETsMART or an event to get credit for your hours.

If in the shelter dress for getting dirty and wet. You must wear closed toe shoes while working here and we advise you to wear long pants. If out in public, please dress according to weather and to also be a good representative for our shelter.

In the shelter you will be asked to do everything from feeding and watering dogs and cats, bathing dogs, exercising dogs, cleaning cages, to mowing grass, picking up litter, etc., etc. At events you may help with watching or walking our dogs, at a table selling items, helping us set up, etc.

You will take instructions from any member of the shelter staff or our board.

If at the shelter all cell phones must either be left at home, in your car or at our front desk. This is because of inmates and court community service workers also here who will want to use your phone. **NO CELL PHONES IN THE SHELTER!**

We also have inmates from the Elmore County Jail who work with us – they generally work in our back building. Do NOT give them anything (tobacco products, use of cell phone, contraband, etc) or take anything from them for their protection and yours. The same rules apply to court community service workers here. Please ask who the staff/volunteers are and who is not.

Our normal shelter hours of operation are:

Monday thru Thursday – 8:00 a.m. until 4:00 p.m.

Friday – 8:00 a.m. until 5 p.m.

Saturday – 8:00 a.m. until 3:00 p.m

For PETsMART or other special events please coordinate with shelter staff or our volunteer coordinator, Mrs. Charline Pope at 334-514-7088.

Once you complete your required hours we will stamp and sign your paperwork. It is your responsibility to take your paperwork back to your school/teacher or we can fax it if we have the number and contact info.

We appreciate your help in our shelter but please know that if you are here to earn hours for a school project you are expected to work. Bad attitudes; failure to follow instructions; laziness; arguing with staff, public or other community service workers or volunteers; theft; lying; or any mistreatment of an animal in this shelter will simply not be tolerated. The staff reserves the right to terminate your service at any time for any of the above noted problems or other reasons as determined by the Director and we will notify your parent or teacher/school as appropriate.