



# Volunteer

## Policies and Procedures

**The following Policies and Procedures are designed with only one priority: to insure the safety of the cats, our staff, and our volunteers.**

### **Public Events:**

If you commit to being at an event, show up or leave a message with the Volunteer Coordinator or the Executive Director if your plans change and you can't make it.

Show up on time. We prefer, if you can, stay until the event is concluded. If you have something that prevents you from doing so, please let us know in advance.

Wear either khaki or black shorts or pants or any color jeans. Wear your official Catty Shack shirt. We ask that your clothes be clean and in good shape (no tears). Wear closed toe shoes or boots (tennis shoes are ok).

At all times, you are to be pleasant to the public and answer their questions. If you don't know the answer to the question, ask a staff member. Do not ignore the public.

Under NO circumstances should you enter a cat's cage unless specifically authorized by the Executive Director or a member of the staff. **Do NOT put your fingers, hands, or any other object into the cages** without prior authorization. Always ask a staff member first.

### **Volunteering on Catty Shack Property:**

At no time should you enter a cage or approach a cage unless your specific duty requires you to and you have had proper training. NO EXCEPTIONS. Always ask a staff member first.

When we ask volunteers to the property, it's because there is a real need to have work done. We ask that you remain diligent to your duties assigned and help us achieve our goals. We suggest that you wear comfortable clothes appropriate for manual labor. Closed toe shoes or boots are mandatory.

Basic Beverages and snacks will be available. If you have special dietary requirements, we ask that bring these items yourself.

### **Under-Age Volunteer Policy:**

The Catty Shack Ranch appreciates those under-age volunteers. We do ask, however, that if you are under the age of 18, you are always accompanied by an adult responsible to you. Also, we will require a signed waiver from your parents or guardian who has overall responsibility for your safety.

**I have read and accepted these policies. I understand that if I choose not to adhere to these policies and endanger the life of a cat or a person, I will be asked not to volunteer at The Catty Shack Ranch.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature  
(If under 18 years old)

\_\_\_\_\_  
Date