

HSCI Volunteer Information

Volunteer Hours - • 8:00 am to noon and 4:00 - 6:30 pm Monday through Friday
• 7:00 am - 6:30 pm on Saturday, Sunday, and Holidays

Volunteer Tags - Please wear tags at all times! We want to know your names/faces.

Sign-in Book - All volunteers must sign in and out each time they visit.

NOTE: If *you are accumulating court ordered community service you must have authorization and a supervisor.*

Volunteer Area - Located behind the office area. Only staff is allowed in the office area, however because the two areas are connected please be respectful in your words and actions seeing as the staff and public may hear them. Volunteers are also more than welcome to use the break table!

Staff - You can identify staff by their uniforms. All staff wear scrub tops. Get to know them, they are GREAT resources. Staff photos will be displayed by the volunteer sign-in area.

Attire - Please always wear close-toed footwear and clothes you aren't worried about getting dirty or bleach-stained!

Coats & Personal Items - For outwear: there is a coat rack by the volunteer desk. Please leave personal items (especially cell phones, purses) in your car or at home. HSCI is not responsible for anything lost or stolen.

Age Regulations - To volunteer unsupervised, you must be 16+ years. Children can volunteer with a registered adult volunteer. You must be 16+ years to hold a leash while walking a dog.

State Farm Grant - The Good Neighbor Grant- State Farm employed volunteers need to volunteer 40+ hours to receive the grant. There is a separate sign-in book with more information.

Restricted Areas - These areas are located in the center hallways and are clearly marked as staff-only areas. These areas are restricted to protect the health of *animals and humans*.

Tasks - Check volunteer whiteboards in the volunteer area and the website for volunteering opportunities!

Pet Waste - Dog waste should be picked up immediately and disposed of properly in the outdoor receptacles. Cat waste should be removed daily and disposed of properly.

Feeding - ONLY Animal Care Staff feed.

Cleaning - This is one of the most important tasks at HSCI. Any time you visit, make it a point to do a load of laundry, wash a few dog bowls or help with anything else that needs cleaning.

Recycling - Plastic bottles/glass: across from the laundry room.
Aluminum cans: near east-side entry.

Showing Pets - Staff shows animals to potential adopters. If you are approached about available pets, please locate an adoption team member for assistance.

Consistency - We recommend volunteers choose a weekly time to visit. A commitment of 4 hours a month is the minimum we ask. Please check out Sign Up Genius on our website as another way to volunteer for activities.

Procedures - In the best interest of our pets, any volunteer failing to follow our procedures or being disruptive to others may be re-assigned to another task or asked to leave and volunteer contract can be terminated.

Other - If you do not feel comfortable with animal handling there are other ways to donate your time. Please ask a staff member for more information.

****The most important thing is to remember why you are here- for the animals. Remain open-minded, be safe and have fun!***

Thank you for being here!
(309) 451-1000
<http://www.hscipets.org>



Contact Information

Please Print

Volunteer Name -Print	First	Last
Training Date		
Date of Birth		
Legal Guardian Name & Relationship (if under the age of 18*)		
Street Address		
City, State, Zip		
Home Phone		
Cell Phone		
Personal E-mail		
Employer/Name of School		
Current or Retired State Farm Employee? (circle one)	Yes	No

Children under the age of 16 going must be supervised by the person listed above at all times when on the property.

Please Circle Areas of Interest

Dog Walks

Cat Room Care

Laundry & Dishes

Cleaning

(floors/windows/bathrooms)

Grounds Maintenance

Fundraising Events

(mowing/weeding/landscaping)

(on-site & off-site)

Pet Outreach

Bake Sales

Auction Committee

Garage Sale

(event held annually in May)

(event held annually in Autumn)

Interested in learning how to become:

Foster Pet Parent