

**MCPAWS**  
REGIONAL ANIMAL SHELTER

# VOLUNTEER HANDBOOK

*A COMPREHENSIVE GUIDE TO VOLUNTEERING AT  
MCPAWS REGIONAL ANIMAL SHELTER*



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[WWW.MCPAWS.ORG](http://WWW.MCPAWS.ORG)

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# VOLUNTEER HOURS

TUESDAY - SATURDAY

11:30AM-5:30PM

SUNDAY

1:00PM-5:30PM

CLOSED MONDAYS

(PLEASE VOLUNTEER DURING REGULAR SHELTER HOURS)

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ADDITIONAL INFORMATION IS AVAILABLE AT

[WWW.MCPAWS.ORG](http://WWW.MCPAWS.ORG)

## WELCOME

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING AT MCPAWS! THERE ARE SEVERAL OPPORTUNITIES FOR VOLUNTEERS AND WE ARE HAPPY TO HELP YOU FIND THE BEST FIT FOR YOUR NEEDS, SKILLS, AND DESIRES.

AS A VOLUNTEER, YOU ARE VITALLY IMPORTANT TO THE SUCCESS OF MCPAWS. WE RELY ON OUR VOLUNTEERS FOR A NUMBER OF THINGS, INCLUDING: SOCIALIZING, EXERCISING, TRANSPORTING AND FOSTERING ANIMALS; FUNDRAISING; HELPING WITH PLANNING AND EXECUTION OF EVENTS.

MCPAWS IS A 501(c)3 NON-PROFIT ORGANIZATION WITH A SMALL, DEDICATED STAFF. WE WOULD NOT BE ABLE TO ACCOMPLISH ALL THAT WE DO WITHOUT THE ASSISTANCE OF OUR AMAZING TEAM OF VOLUNTEERS!

## HISTORY

MCPAWS, McCALL PEOPLE FOR ANIMAL WELFARE, AN ALL-VOLUNTEER, NON-PROFIT, GRASS-ROOTS ORGANIZATION, WAS FORMED IN 1998 TO ASSIST THE CITY OF McCALL WITH OPERATION OF THE CITY IMPOUND FACILITY FOR DOGS (FORMERLY THE ONLY ANIMAL CONTROL FACILITY IN VALLEY COUNTY). DOGS IMPOUNDED BY THE CITY OF McCALL NEEDED CARE THE POLICE DIDN'T HAVE TIME TO PROVIDE. AN ORGANIZATION OF DEDICATED VOLUNTEERS GREW FROM THIS GRASSROOTS EFFORT.

THE LEETA ANDERSON ANIMAL FOUNDATION (LAAF) OFFERED THE USE OF THE FORMER McCALL VETERINARY CLINIC AS THE LOCATION FOR A FUTURE SHELTER. THIS UNEXPECTED OPPORTUNITY GAVE THE PROJECT MUCH-NEEDED MOMENTUM. A SHELTER BOARD OF DIRECTORS WAS ESTABLISHED, AND THE ACRONYM MCPAWS WAS DROPPED TO REFLECT THE REGIONAL NATURE OF THE SHELTER OPERATION. IN 2001 WE OFFICIALLY BECAME MCPAWS REGIONAL ANIMAL SHELTER.

ON FEBRUARY 7, 2002 WE OPENED OUR DOORS, TRANSFERRING THE TWO REMAINING DOGS FROM THE OLD FACILITY.

## ABOUT MCPAWS

THE MISSION OF MCPAWS REGIONAL ANIMAL SHELTER IS TO PROVIDE SAFE SHELTER FOR ABANDONED, SURRENDERED AND LOST CATS AND DOGS, TO FIND LOVING HOMES FOR ALL ADOPTABLE ANIMALS, TO PROMOTE RESPONSIBLE PET OWNERSHIP, AND REDUCE OVERPOPULATION THROUGH SPAY AND NEUTER SERVICES.

## VISION STATEMENT

WE ENVISION A COMPASSIONATE AND EDUCATED COMMUNITY WHERE ALL COMPANION ANIMALS LIVE IN LOVING HOMES.

## SERVICES

MCPAWS OFFERS SEVERAL SERVICES TO THE PUBLIC, INCLUDING:

- PET ADOPTIONS
- LOW COST SPAY/NEUTER CLINICS FOR LOW-INCOME COMMUNITY MEMBERS
- TRAP/NEUTER/RELEASE (TNR) FOR FERAL CATS
- ID TAG ENGRAVING & SALES
- LOST AND FOUND SERVICES
- PET HELP LINE FOR PET BEHAVIOR QUESTIONS
- MICROCHIPPING
- PET FOOD BANK FOR COMMUNITY MEMBERS IN NEED
- ZAMZOWS CAT & DOG FOOD AVAILABLE FOR PURCHASE

## STAFF DIRECTORY

AMBER KOSTOFF, EXECUTIVE DIRECTOR  
[AKOSTOFF@MCPAWS.ORG](mailto:AKOSTOFF@MCPAWS.ORG)

CHRISTA BROWN, MANAGER  
[CBROWN@MCPAWS.ORG](mailto:CBROWN@MCPAWS.ORG)

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KRYSTAL GIESSEN, SHELTER MEDICINE PROGRAM MANAGER  
[KGIESSEN@MCPAWS.ORG](mailto:KGIESSEN@MCPAWS.ORG)

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STEVE & NANCY BASINGER, SHELTER VETERINARIANS

DONNA BOURNE, THRIFT STORE MANAGER  
[MCPAWSTHRIFT@MCPAWS.ORG](mailto:MCPAWSTHRIFT@MCPAWS.ORG)

MCPAWS REGIONAL ANIMAL SHELTER:  
(208) 634-3647

MCPAWS THRIFT STORE:  
(208) 634-4434

MORE INFORMATION:  
[WWW.MCPAWS.ORG](http://WWW.MCPAWS.ORG)

## MCPAWS BOARD OF DIRECTORS

BONNIE THOMPSON, PRESIDENT  
DUANE COFFEY, VICE PRESIDENT  
PAM WISSENBACH, TREASURER  
TAMMY OTA, SECRETARY  
JULIE CONRAD, DIRECTOR  
MIKE FEIN, DIRECTOR  
BOBI CLEVELAND, DIRECTOR  
RANDY KYRIAS, DIRECTOR  
TARA REEDER, DIRECTOR



## VOLUNTEER OPPORTUNITIES

THERE ARE SEVERAL FUN AND EXCITING OPPORTUNITIES FOR VOLUNTEERS AT MCPAWS. FIND ONE, OR FIVE, THAT BEST FIT YOU!

**DOG WALKER:** WALK SHELTER DOGS ON THE ROCKIN' WAGGIN TRAIL.

**CAT SOCIALIZING:** SIT WITH CATS AND READ TO THEM, OR PLAY FUN GAMES WITH THEM! SOME CATS JUST WANT A LITTLE LAP TIME.

**EVENT VOLUNTEERING:** WE HAVE SEVERAL FUNDRAISING EVENTS EACH YEAR, AND WE ALWAYS NEED HELP! PLEASE SEE THE LIST OF EVENTS, AND LET US KNOW IF YOU ARE INTERESTED IN HELPING AT ANY OF THEM. SIGN UP SHEETS ARE AT THE FRONT DESK AS EVENTS GET CLOSER.

**SPAY/NEUTER CLINIC HELP:** HELP US DURING OUR BUSY LOW-COST SPAY/NEUTER CLINICS AND TRAP/NEUTER RELEASE (TNR) CLINICS.

**TRANSFERS & FIELD TRIPS:** ONCE YOU BECOME A TRUSTED VOLUNTEER, YOU CAN TAKE DOGS OFF SITE ON HIKES AND ADVENTURES, OR HELP US TRANSPORT ANIMALS BETWEEN MCPAWS AND OUR PARTNER ANIMAL WELFARE ORGANIZATIONS.

**FOSTER CARE:** OUR FOSTER PROGRAM IS ALWAYS EXPANDING. WOULD YOU BE WILLING TO TAKE CARE OF CAT, DOG, OR A LITTER OF KITTENS OR PUPPIES? FOSTERING IS A WONDERFUL WAY TO ASSIST THE SHELTER DURING BUSY TIMES. YOU CAN EVEN FOSTER FOR JUST ONE NIGHT!

**MCPAWS THRIFT STORE:** HELP SORT & CLEAN DONATIONS AT THE THRIFT STORE!

**MAINTENANCE & REPAIR:** WE CAN ALWAYS USE HELP WITH PROJECTS AROUND THE SHELTER, LIKE PAINTING, YARD WORK, SMALL CONSTRUCTION JOBS, ETC. IF THIS SUITS YOU, LET US KNOW!

*“Volunteers do not necessarily have  
the time, they have the heart.”*

*-Elizabeth Andrew*

## EVENTS

MCPAWS HAS SEVERAL FUNDRAISERS EACH YEAR. WE RELY ON OUR VOLUNTEERS TO MAKE SURE THESE EVENTS RUN SMOOTHLY, AND SUCCESSFULLY! WOULD YOU BE INTERESTED IN VOLUNTEERING AT ANY OF THESE EVENTS?

### **MONSTER DOG PULL (JANUARY)**

THE DOG-GONE MOST FUN EVENT OF WINTER CARNIVAL! DOGS OF EVERY TYPE AND SIZE ARE HARNESSSED WITH WEIGHTED SLEDS BASED ON THEIR WEIGHT CLASS. THEY PULL THE SLEDS DOWN A SHORT COURSE TO THE FINISH LINE.

### **AUCTION FOR THE ANIMALS (SUMMER)**

THIS IS THE LARGEST FUNDRAISING EVENT FOR MCPAWS. THE EVERY-OTHER-SUMMER FUNDRAISER FEATURES A COCKTAIL RECEPTION, LIVE MUSIC, AN ELEGANT BUFFET DINNER, AS WELL AS LIVE AND SILENT AUCTIONS. THIS FORMAL EVENT IS A FAVORITE FOR OUR SUPPORTERS!

### **OKTOBERFEST (1ST SATURDAY IN OCTOBER)**

OKTOBERFEST TAKES PLACE EVERY YEAR ON THE FIRST SATURDAY IN OCTOBER IN McCALL. OKTOBERFEST FEATURES A BEER GARDEN, FOOD COURT, VENDOR COURT, LIVE MUSIC, DANCING, RAFFLE PRIZES, ARTS AND CRAFTS, AND A KIDS' ACTIVITY AREA. MORE THAN 2,000 PEOPLE ATTEND EACH YEAR!

### **SANTA PAWS (EARLY DECEMBER)**

SANTA'S LAP IS NOT RESERVED JUST FOR KIDS ANYMORE!  
GET YOUR PET'S PHOTO TAKEN WITH SANTA.

EACH OF THESE EVENTS REQUIRES SEVERAL VOLUNTEERS TO ENSURE THEY ARE SUCCESSFUL.



## FOSTER & FOSPICE PROGRAM

THANK YOU VERY MUCH FOR YOUR INTEREST IN FOSTERING FOR MCPAWS! FOSTERING IS AN INTEGRAL COMPONENT OF ANIMAL RESCUE, ALLOWING US TO PROVIDE EXTRA CARE AND LOVE TO ANIMALS WHO MIGHT NOT OTHERWISE SURVIVE. WHILE STAFF MEMBERS OFTEN TAKE SHELTER ANIMALS INTO THEIR OWN HOMES ON A FOSTER BASIS, WE JUST CAN'T DO IT ALL OURSELVES. WE NEED DEDICATED INDIVIDUALS, LIKE YOU, TO HELP US IN THIS VERY SPECIAL ENDEAVOR. NO DOUBT ABOUT IT, FOSTERING SAVES LIVES AND WE COULDN'T DO IT WITHOUT YOU!

### FOSTER CARE PROGRAM OBJECTIVES

- \* TO ENCOURAGE THE NORMAL GROWTH AND DEVELOPMENT OF VERY YOUNG, OTHERWISE HEALTHY DOGS & CATS.
- \* TO ENCOURAGE THE RECOVERY, REHABILITATION, AND CARE OF SICK OR INJURED ANIMALS DEEMED SUITABLE BY THE ATTENDING VETERINARIAN AND/OR THE STAFF.
- \* TO PROTECT THE ANIMAL, ESPECIALLY PUPPIES AND KITTENS, FROM THE RISK OF DISEASE POSSIBLY PRESENT IN THE SHELTER.
- \* TO ULTIMATELY PLACE WELL-ADJUSTED, HEALTHY COMPANION PETS FOR ADOPTION TO THE GENERAL PUBLIC.

MCPAWS WILL COVER ALL VETERINARY COSTS, FOOD, BEDDING, AND ANY OTHER NEEDS WHILE THE ANIMAL IS IN FOSTER CARE.

IF YOU ARE INTERESTED IN BECOMING A FOSTER PARENT, PLEASE CONTACT CHRISTA, THE SHELTER MANAGER: (208) 634-3647 FOR MORE INFORMATION.

### FOSPICE CARE

ARE YOU WILLING TO PROVIDE END-OF-LIFE CARE AND COMFORT TO SENIOR AND/OR SICK ANIMALS WHO ARE NOT SUFFERING? OR AN OLDER DOG WITH AGE OR HEALTH CHALLENGES WHO NEEDS A BREAK FROM THE SHELTER? WE ARE LOOKING FOR SPECIAL VOLUNTEERS WHO ARE WILLING TO PROVIDE SHELTER, WARMTH, AND LOVE TO ANIMALS WHO ARE NEAR THE END OF THEIR JOURNEY. MCPAWS WILL COVER ALL MEDICAL EXPENSES WHILE THE ANIMAL IS IN HOSPICE CARE. THIS PROGRAM IS RARELY NEEDED, BUT IMPORTANT. WE HATE TO SEE SENIOR ANIMALS SIT IN KENNELS, WHEN THEY COULD BE CURLED UP ON A COUCH OR NEXT TO A FIRE.

FOSTER PARENTS WILL NEED TO PARTICIPATE IN ADDITIONAL TRAININGS & ORIENTATIONS, AND A HOME CHECK MAY BE REQUIRED.

## VOLUNTEER AT THE THRIFT STORE

MCPAWS THRIFT STORE HAD ITS GRAND OPENING ON MAY 22, 2010. RUN BY MANAGER DONNA BOURNE, THE MCPAWS THRIFT STORE IS LIKE NO OTHER WITH BEAUTIFUL DISPLAYS, EASY-TO-FIND BARGAINS, AND A COMFORTABLE SHOPPING ENVIRONMENT THAT WILL ALWAYS KEEP YOU COMING BACK FOR MORE.

THE BEST PART ABOUT THE MCPAWS THRIFT STORE – ALL PROCEEDS GO DIRECTLY TO MAINTAINING AND IMPROVING THE CARE OF OUR SHELTER ANIMALS.

NEW MERCHANDISE IS DONATED EVERY DAY, AND VOLUNTEERS ARE NEEDED TO HELP SORT & CLEAN DONATIONS.

IF YOU ARE INTERESTED IN VOLUNTEERING AT THE MCPAWS THRIFT STORE, PLEASE BRING A COMPLETED VOLUNTEER APPLICATION TO DONNA.

[MCPAWSTHRIFT@MCPAWS.ORG](mailto:MCPAWSTHRIFT@MCPAWS.ORG)

301 LENORA STREET, DOWNTOWN MCCALL

(208) 634-4434



## VOLUNTEER RESPONSIBILITIES:

- FOLLOW POLICIES AND PROCEDURES OF MCPAWS.
- BE DEPENDABLE, ON TIME, AND POSITIVE.
- BE WILLING TO LISTEN AND LEARN.
- ATTEND ORIENTATION AND TRAININGS OFFERED.
- TAKE ON ONLY AS MUCH AS YOU CAN HANDLE.
- COMPLETE THE TASK YOU ACCEPTED.
- FOLLOW SIGNS AND RULES POSTED.
- RESPECT AND ACCEPT STAFF GUIDANCE.
- TREAT CONFIDENTIAL INFORMATION CONFIDENTIALLY.
- PROVIDE FEEDBACK, SUGGESTIONS AND RECOMMENDATIONS CONSTRUCTIVELY AND TO APPROPRIATE STAFF MEMBERS.

## VOLUNTEER HOURS

VOLUNTEERS ARE WELCOME TO WORK DURING REGULAR SHELTER HOURS. PLEASE DO NOT PLAN ON VOLUNTEERING OTHER TIMES UNLESS ASKED BY STAFF. PLEASE SIGN IN & OUT AT THE FRONT DESK.

TUES-SAT: 11:30AM-5:30PM

SUNDAY: 1:00PM-5:30PM

## IN CASE OF ANIMAL BITE OR SCRATCH

PLEASE NOTIFY SHELTER STAFF IMMEDIATELY AND THEY WILL HELP YOU WITH FIRST AID. STAFF WILL PROVIDE AN INCIDENT REPORT TO DOCUMENT THE ACCIDENT. IF MORE MEDICAL TREATMENT IS NECESSARY, WE WILL ARRANGE IT.

## INTAKE AREAS

FOR ANIMAL HEALTH REASONS, VOLUNTEERS SHOULD NOT ENTER THE DOG OR CAT INTAKE AREAS EXCEPT TO ACCESS LAUNDRY. THESE AREAS ARE FOR NEW ANIMALS AND, FOR THEIR SAFETY AND YOURS, WE ASK THAT YOU DO NOT INTERACT WITH ANIMALS IN THIS AREA.

VOLUNTEERS INTERESTED IN INTERACTING WITH INTAKE ANIMALS NEED TO REQUEST THIS AND, IF APPROVED, ADDITIONAL TRAINING WILL BE PROVIDED REGARDING INTAKE POLICIES AND PROCEDURES.

## FIVE FREEDOMS OF SHELTER ANIMALS

### 1. FREEDOM FROM HUNGER & THIRST

BY READY ACCESS TO FRESH WATER AND DIET TO MAINTAIN HEALTH AND VIGOR.

### 2. FREEDOM FROM DISCOMFORT

BY PROVIDING AN APPROPRIATE ENVIRONMENT INCLUDING SHELTER AND A COMFORTABLE RESTING AREA.

### 3. FREEDOM FROM PAIN, INJURY, OR DISEASE

BY PREVENTION OR RAPID DIAGNOSIS AND TREATMENT.

### 4. FREEDOM TO EXPRESS NORMAL BEHAVIOR

BY PROVIDING SUFFICIENT SPACE, PROPER FACILITIES, AND COMPANY OF THE ANIMAL'S OWN KIND.

### 5. FREEDOM FROM FEAR AND DISTRESS

BY ENSURING CONDITIONS AND TREATMENT WHICH AVOID MENTAL SUFFERING.

*“The welfare of an animal includes its physical and mental state and we consider that good animal welfare implies both fitness and a sense of well-being.*

*Any animal kept by man, must at least, be protected from unnecessary suffering.” - ASPCA*

## GETTING STARTED

WANT TO BECOME A MCPAWS VOLUNTEER?

**STEP 1:** PLEASE COMPLETE YOUR APPLICATION AND DELIVER IT TO THE SHELTER OR THE THRIFT STORE.

**STEP 2:** COME TO ONE OF OUR ORIENTATIONS. BASIC VOLUNTEER ORIENTATIONS ARE THE 2ND SATURDAYS OF EACH MONTH AT 10AM. PLEASE CALL THE SHELTER TO SCHEDULE YOUR ORIENTATION: (208) 634-3647

**STEP 3:** TAKE A KENNEL SKILLS CLASS. THESE CLASSES WILL BE HELD ON THE 3RD SATURDAY OF THE MONTH AT 10AM. CLASSES WILL FOCUS ON WORKING WITH DOGS AND CATS IN THE SHELTER. YOU WILL NEED TO COMPLETE A CLASS OF YOUR CHOICE (DOGS OR CATS) WITHIN THREE MONTHS OF YOUR INITIAL ORIENTATION.

**STEP 4:** ACCEPT AN INVITE TO LIKE OUR VOLUNTEER FACEBOOK PAGE!

**STEP 6:** YOU ARE NOW READY TO VOLUNTEER ON YOUR OWN!

*“We make a living by what we get.  
We make a life by what we give.”  
- Winston Churchill*

## VOLUNTEER TOOLS & RESOURCES

### **VOLUNTEER MEETINGS**

JOIN US FOR OUR MONTHLY VOLUNTEER MEETINGS ON THE 2ND WEDNESDAY OF EACH MONTH AT 5:30. LOCATIONS VARY EACH MONTH. BE SURE TO SIGN UP FOR VOLUNTEER EMAILS SO YOU'LL KNOW WHERE TO FIND US!

### **GREEN TAG DOGS**

DOGS WITH GREEN TAGS ON THEIR KENNELS CAN BE WALKED BY ANYONE! IF A KENNEL DOES NOT HAVE A GREEN TAG, PLEASE ASK A STAFF MEMBER ABOUT THAT DOG BEFORE REMOVING IT FROM THE KENNEL.

### **ADDITIONAL READING/RESOURCES**

**CENTER FOR SHELTER DOGS:** [WWW.CENTERFORSHELTERDOGS.ORG](http://WWW.CENTERFORSHELTERDOGS.ORG)

**DOGS OUT LOUD:** [WWW.DOGSOUTLOUD.ORG](http://WWW.DOGSOUTLOUD.ORG)

**ASPCA PRO:** [ASPCAPRO.ORG](http://ASPCAPRO.ORG)

**PATRICIA McCONNELL:** [WWW.PATRICIAMCCONNELL.COM/THEOTHER-  
ENDOFTHELEASH](http://WWW.PATRICIAMCCONNELL.COM/THEOTHER-ENDOFTHELEASH)

**BEST FRIENDS:** [BESTFRIENDS.ORG/RESOURCES](http://BESTFRIENDS.ORG/RESOURCES)

**ANIMAL FARM FOUNDATION:** [ANIMALFARMFOUNDATION.ORG/PAGES/  
FOR-SHELTERS-RESCUES](http://ANIMALFARMFOUNDATION.ORG/PAGES/FOR-SHELTERS-RESCUES)

**JESSICA DOLCE** (GREAT RESOURCE ON COMPASSION FATIGUE IN ANIMAL WELFARE PROFESSIONALS & VOLUNTEERS): [JESSICADOLCE.  
COM](http://JESSICADOLCE.COM)

## CLICK FOR CARE™...

### AN EASY STEPS CLICKER SERIES BY KAREN PRYOR MAKE YOUR SHELTER A BARK-FREE ZONE

CONSTANT BARKING IS STRESSFUL FOR OWNERS, STAFF AND POTENTIAL ADOPTERS. A SMALL SHIFT IN ROUTINE MANAGEMENT CAN REDUCE THE NOISE LEVEL TO ZERO.

#### PREPARATION

- WEAR CLICKERS ON YOUR WRIST OR BELT.
- USE THE FOLLOWING CLICKER PROCEDURES WHEN YOU ARE IN THE DOG AREA:

#### STEPS

1. IF A DOG IS BARKING, APPROACH THE DOG, WAIT UNTIL THE BARKING STOPS EVEN FOR A SPLIT SECOND, CLICK, TREAT, AND MOVE ON. OR...
2. IF A DOG IS BARKING PERSISTENTLY, DON'T LOOK AT IT; INSTEAD, CLICK AND TREAT ITS QUIET NEIGHBORS, JUST ONCE, AND MOVE ON.
3. IF A BARKING DOG STOPS WHEN HE SEES YOU COMING, CLICK AND TOSS TREAT. WAIT A FEW BEATS, WATCHING THE DOG. CLICK AND TREAT, AGAIN.
4. MARK KENNELS OF PERSISTENT BARKERS WITH A COLORED TAG OR RIBBON; ASK STAFF TO CLICK AND TREAT ANY PERIODS OF QUIET FROM THOSE DOGS.
5. CLICK PERSISTENT BARKERS FOR ANY OF THE FOLLOWING BEHAVIORS: LOOKING AWAY, LYING DOWN, BACKING AWAY FROM GATE.
6. BE PATIENT. HABITUAL BARKERS MAY GET WORSE, TEMPORARILY, BEFORE THEY GIVE IN AND OFFER SILENCE AS THE NEW WAY TO GET ATTENTION.
7. IN TRADITIONALLY NOISY MOMENTS, SUCH AS MEALTIME, CLICK QUIET DOGS BEFORE FEEDING. FEED BARKERS LAST, AND ONLY AFTER A CLICK. ASK STAFF TO CLICK OCCASIONALLY FOR QUIET ON AN IRREGULAR BASIS; UNPREDICTABLE CLICKS AND TREATS WILL MAINTAIN BEHAVIOR STRONGLY.

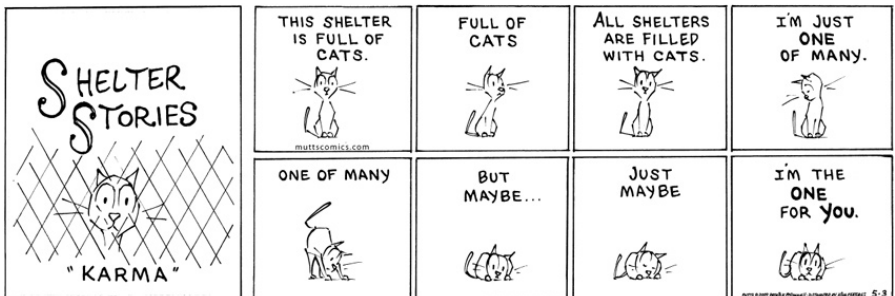
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TO FIND OUT MORE ABOUT CLICKER TRAINING FOR SHELTERS, KENNELS AND VETS CONTACT US

@WWW.CLICKERTRAINING.COM; 1-800-47-CLICK

## MCPURRS

- PLEASE FOLLOW ALL POSTED SIGNS IN THE CAT AREA.
- CATS ARE NOT ALLOWED TO ROAM UPSTAIRS BECAUSE OF AN INCREASED PROBABILITY OF SPREADING DISEASE.
- CATS CAN PLAY IN THE DESIGNATED CAT PLAY AREA, WHICH MUST BE CLEANED BETWEEN USES. PLEASE DO NOT PUT CATS TOGETHER IN THE PLAY ROOM, UNLESS YOU ARE TOLD IT IS OKAY FOR THOSE CATS TO INTERACT.
- PLEASE WASH HANDS BETWEEN HANDLING EACH CAT, OR LITTER OF KITTENS.
- PLEASE NOTE WHICH CATS YOU PLAYED WITH IN THE CAT JOURNAL ON THE TABLE UPSTAIRS.
- BE GENTLE, PATIENT, AND AVOID LOUD NOISES.

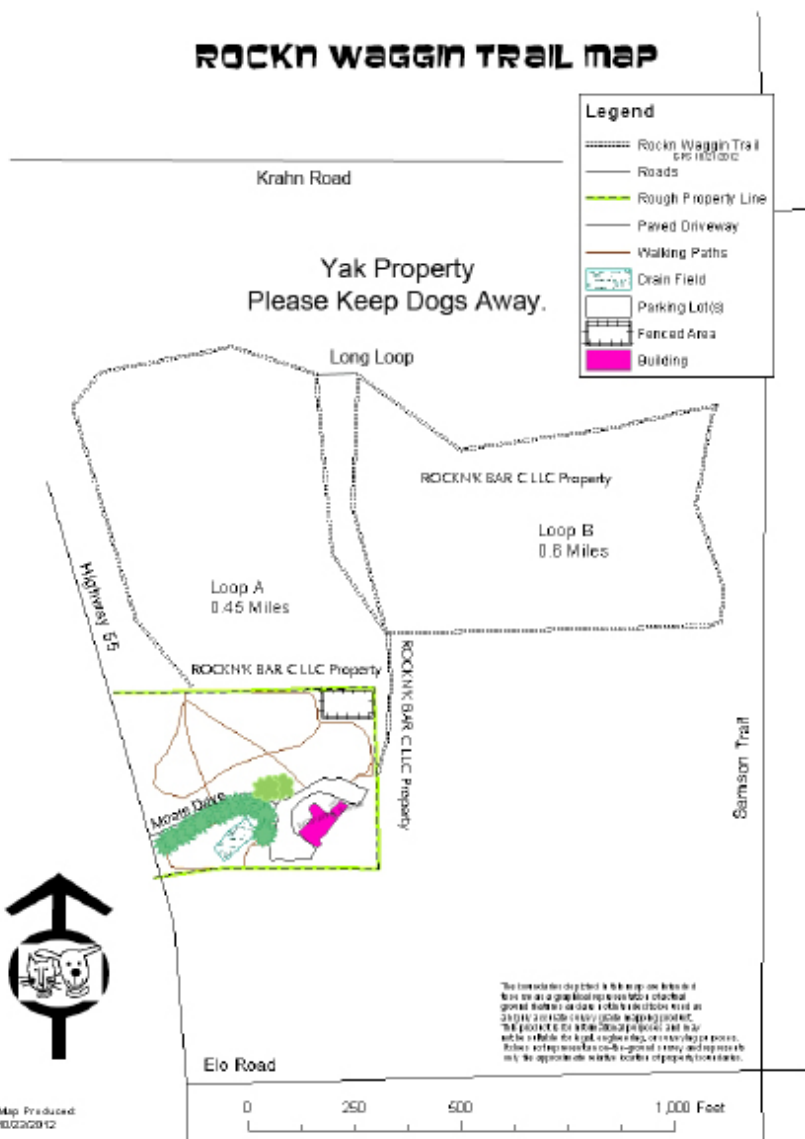


(c) Mutts by Patrick McDonnell



# ROCKIN' WAGGIN TRAIL MAP

FOLLOW YELLOW SIGNS! DO NOT GO NEAR THE YAKS, THEY ARE AGGRESSIVE TOWARD DOGS. PLEASE DO NOT ALLOW DOGS TO PLAY IN IRRIGATION DITCHES, THEY ARE DIRTY AND HAZARDOUS.



## VOLUNTEER BILL OF RIGHTS:

- THE RIGHT TO BE TREATED AS A CO-WORKER, NOT JUST “FREE HELP.”
- THE RIGHT TO A SUITABLE ASSIGNMENT, WITH CONSIDERATION FOR PERSONAL PREFERENCE, TEMPERAMENT, LIFE EXPERIENCE, EDUCATION, AND EMPLOYMENT BACKGROUND.
- THE RIGHT TO KNOW AS MUCH ABOUT MCPAWS AS POSSIBLE.
- THE RIGHT TO TAKE PART IN ORIENTATION AND LEARN SAFE ANIMAL HANDLING AND PROCEDURES.
- THE RIGHT TO CONTINUING EDUCATION ON THE JOB, INCLUDING TRAINING AND UPDATES ON NEW DEVELOPMENTS.
- THE RIGHT TO SOUND GUIDANCE AND DIRECTION BY SOMEONE WHO IS EXPERIENCED, WELL INFORMED, AND HAS TIME TO INVEST IN GIVING GUIDANCE.
- THE RIGHT TO A PLACE TO WORK.
- THE RIGHT TO EXPECT THAT YOUR TIME WILL BE RESPECTED, AND NOT BE WASTED.
- THE RIGHT TO BE HEARD, RESPECTED, AND TO BE ABLE TO MAKE SUGGESTIONS.



## MCPAWS OPEN DOOR POLICY

THE MCPAWS BOARD OF DIRECTORS ENCOURAGES EMPLOYEES AND VOLUNTEERS TO COME FORWARD WITH CONCERNS WITHOUT FEAR OF RETALIATION, SO THE MANAGEMENT TEAM CAN ADDRESS THE COMPLAINT/CONCERN BEFORE INJURY OR SERIOUS HARM OCCURS.

MCPAWS HAS AN OPEN DOOR POLICY THAT IS DESIGNED TO ENCOURAGE EMPLOYEES AND VOLUNTEERS TO BRING FORWARD ANY CONCERNS OR QUESTIONS SO THAT MCPAWS MANAGEMENT CAN ADDRESS SUCH ISSUES CONSTRUCTIVELY TOGETHER WITH THE EMPLOYEE OR VOLUNTEER. HAVING AN OPEN DOOR POLICY MEANS THAT THE DOOR TO YOUR MANAGER OR SUPERVISOR'S OFFICE (WHETHER REAL OR FIGURATIVE) IS ALWAYS OPEN. YOUR MANAGER OR SUPERVISOR SHOULD BE YOUR PRIMARY RESOURCE AND WE HOPE YOU WILL FEEL COMFORTABLE SPEAKING WITH HIM OR HER.

IF YOU ARE NOT COMFORTABLE SPEAKING WITH YOUR MANAGER OR SUPERVISOR ABOUT A CONCERN OR QUESTION, OR IF YOUR MANAGER OR SUPERVISOR IS UNABLE TO RESOLVE THE ISSUE TO YOUR SATISFACTION YOU SHOULD SHARE YOUR CONCERN OR QUESTION TO A MEMBER OF THE BOARD OF DIRECTORS.

ALLEGATIONS OF IMPROPER CONDUCT WILL BE INVESTIGATED AS FULLY AND AS CONFIDENTIALLY AS POSSIBLE. IT IS A VIOLATION OF MCPAWS POLICIES TO RETALIATE AGAINST ANY EMPLOYEE OR VOLUNTEER WHO BRINGS A GOOD-FAITH CONCERN TO MANAGEMENT'S ATTENTION.



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FOLLOW US:

