



Adopt-A-Pet, Inc.

13575 N Fenton Rd, Fenton, MI 48430
(810) 629-0723 www.adoptapetfenton.com
Tuesday, Friday, Saturday 12-5, Thu 12-7
Closed: Monday, Wednesday, Sunday

Thank you for your interest in becoming an Adopt-A-Pet, Inc volunteer. The energy and efforts of volunteers help so many animals to be rescued, rehabilitated, and rehomed.

So that we have a better idea of your preferences, expertise, and available time, please complete the online application and print this packet for your information.

Orientation is held most months on the first Tuesday at 6 PM or the third Saturday at 3 PM.

As you look through the service preferences on the back of the application form, you will see that volunteers are needed for nearly every facet of the organization, from direct care of animals to fundraising, gardening, and helping at special events.

Once you turn in your application and complete orientation and your mentoring, you will be able to sign up for any area you are interested in. This packet has a detailed description of areas you may volunteer, please save it for future reference.

We cannot express how important your time and efforts at Adopt-A-Pet, Inc. are to the animals, staff, and other volunteers. We all work together to improve the lives of abused and neglected animals.

Thank you for joining our team to give these animals a new beginning in life.

Jody Dicks, Volunteer Coordinator



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In this packet, you will find many of the policies and procedures related to the volunteer program and to the center. If you're considering joining Adopt-A-Pet's volunteer team, or if you've already made up your mind to join, we hope this information will be helpful. If you have a question that isn't covered here, please feel free to ask.

History

Adopt-A-Pet, Inc. is a non-profit corporation founded in 1978 by Judy Neuwirth and Sue Lucas to place homeless animals. They held an open house every Sunday from 1 to 3 PM at the Schaefer Realty office in Fenton to facilitate their goal. At that time, other overcrowded shelters put animals to death on a certain day, even if the animal arrived the day before. Sue and Judy were given permission to take some of these animals to Fenton to find homes for them.

Today Adopt-A-Pet's center is located at 13575 N Fenton Road. There is a Board of Directors, dedicated staff, volunteers, and foster homes for the care of the animals in addition to the center. (If you are interested in fostering a pet, let us know!)

Adopt-A-Pet, Inc has rescued many animals and have prevented countless numbers of unwanted litters from being born through the spay/neuter programs. Numerous families have been provided with boundless joy and a "new best friend". In the past five years, Adopt-A-Pet has rescued and found homes for over to 6500 dogs and cats.

Mission Statement

Adopt-A-Pet, Inc. is a non-profit, 501(c)3 corporation. Our mission is to assist the community by providing a means to place unwanted, healthy, adoptable pets in good family environments, and to increase public awareness on issues of pet care, welfare, and the hazards of overpopulation.

Therefore:

We pledge

- To evaluate the status of animals in society by changing the way people acquire them and how they commit to those pets who become a part of their family.
- To relieve the plight of homeless pets
- To reduce overpopulation of cats and dogs, and
- To offer an alternative to euthanasia

Donation Data:

\$25 vaccinates one animal against distemper and parvovirus

\$50 provides cat litter for one week

\$175 provides the basic medical for one dog

\$2000 allows Adopt-A-Pet to pay the utility bills for one month

Volunteer Jobs

Socialization: Many animals arrive and are scared, shy and confused. They need people to sit with them, talk, sing, read or just spend time with them. Brush and pet cats. Brush and walk dogs or help train them. Volunteers make all the difference in keeping the animals socialized and loved until they find their forever homes.

Cleaning: This is often the least favorite job but very crucial as there is always something that needs to be cleaned.

Dog and Cat Food: Food must be organized with the newest in the back and oldest in the front. Please keep puppy and kitten food separate from adult dog and cat food. Per State Regulations, we cannot have any bags of food on the floor and all open bags must be in a closed bin.

Transport: Occasional transport of pets is needed for events, special vet care and picking up new arrivals.

Thank You Cards: Thank you cards go out as soon as we receive a donation. They are an important part of our work and must be kept current.

Bottle Drive: We have an ongoing bottle drive. This has provided a monthly amount to help with bills. Volunteers sort and return bottles and hand in the receipts.

Outdoor Fun:

- Scoop feces. To reduce spread of disease and parasites, this is an important daily task.
- Fill holes the dogs dig in the yards, so they don't sprain ankles
- Sweep/shovel porches and walkways
- Wash windows

Gardening and Yardwork: We have gorgeous gardens and grounds. People are needed to pull weeds, mow, trim, etc.

Summary:

Adopt-A-Pet is a wonderful organization of which to be a part. Every decision is made by an experienced Board of Directors with the best interest of each animal and the future of the organization at heart. It holds itself to very high standards and is proud to be one of the most advanced, progressive groups of its kind in the area. We are licensed by the Michigan Department of Agriculture and Rural Development and have received multiple awards.

As you can see, volunteering at an animal shelter is not all fun. It's also hard, tedious, messy and sometimes smelly work. And yet, without those things done well, the animals would not be as happy or healthy.

Cat and Kitten Care- Top 10

To expedite the hard work of those doing the primary daily cat and kitten care and for the health of the animals, we'd appreciate it if you would remember these important points.

1. Upon arrival, always check in with staff. The health or anxiety may have changed from the last time you volunteered.
2. When they're in rooms, cats and kittens may have different needs at different times. This is very important for the health of the animal. If you don't know, ask!
3. Do not remove kittens from rooms without permission.
4. If bedding & toys are not soiled, leave it where it is. Cats like familiarity and having bedding with their scent on it helps reduce stress and overloads our washer.
5. Place water bowl away from front cage so kittens won't walk in it, but not next to litter box where scattered litter will fall into water and may be consumed.
6. Use only clay or pelletized litter in kitten's litter boxes. Scoopable litter is bad for the health of kittens. They get it on wet feet and lick it off causing intestinal issues.
7. All house cats must be given fresh water daily. They need their litter box cleaned daily and their mess swept.
8. Please put things back where you found them. There's a lot to do and time is wasted by having to search for things that have been mislaid or removed.
9. Don't forget to sanitize your hands upon entering or leaving the cat or kitten areas.
10. Always focus on the animal's positive attributes when speaking to the public. If someone is interested in the animal make sure, first, that the person can offer what the animal needs. Remember, we always have the animals' best interest at heart, i.e. if a cat love bites, adopting to an older person with frail skin is a sure way to have the animal returned.

It can be extremely rewarding and heart wrenching all at the same time. We are saving one animal at a time. If it stops being enjoyable, please reevaluate what you're doing and see if there is another area in which you would enjoy.

Thank you! You make a difference in the animals' lives.

Dog and Puppy Care- Top Ten

To expedite the hard work of those doing the primary daily dog and puppy care and for the health of the animals, we'd appreciate it if you would remember these important points.

1. Upon arrival, check in with staff to announce your arrival and for information on the animals and important tasks for the day.
2. Puppies under 6 months are only allowed in designated puppy areas. They should never be loose in the dog building, main building floors or in the large, fenced areas. This is to protect them and the adult dogs from parasites and such diseases as parvovirus.
3. Read or ask about the adults before handling. Refer to the K9 Communication Board next to the volunteer sign in to learn about each dog. Each dog's room has a brief description and any special instructions. If you are leery of a dog, don't handle them.
4. Treat bins sit outside each dog's room. Only feed those treats since some dogs are on special diets. Make sure to give a treat for a "sit" or a "quiet". Never feed two dogs together.
5. Any feces or urine should be cleaned up immediately (both indoors and out) using gloves. Ask staff if there are any special instructions for the animal.
6. Always focus on the animal's positive attributes when speaking to the public. If someone is interested in the animal make sure, first, that this person can offer what the animal needs. Remember, we always have the animal's best interest at heart.
7. Please put things back where you found them. There's a lot to do and time is wasted having to search for things that have been mislaid or removed.
8. Don't forget to sanitize your hands after working with each dog/puppy.
9. Do not ever put two dogs together if they have not been introduced properly. Let an experienced staff introduce dogs.
10. Do not go near a dog if:
 - a. You don't trust the dog
 - b. The dog is growling at you or another dog
 - c. The dog has already bit you or another dog, and/or
 - d. The dog holds a stare with you.

Have fun! You should be able to find humor in many situations which will help you in this field. It can be extremely rewarding and heart wrenching all at the same time. We are saving one animal at a time. If it stops being enjoyable, please reevaluate what you're doing and see if there is another area in which you would enjoy.

Thank you! You make a difference in the animals' lives.

Pet Adoptions

Only adoption counselors may do adoptions. We are incredibly proud at matching up the animal with the appropriate person and this skill takes time to develop. We are interested in what is in the best interest of the animal while giving them an opportunity to succeed.

Always keep in mind:

- We are adopting animals into the right home, not just any home
- Our adoptions are interview based which allows us to discuss important information
- Adoptions are not approved if they want to adopt for someone else
- Adoptions are not approved if they plan to keep the animal outdoors
- Adoptions are not approved if they plan to de-claw
- Animals are not available for adoption until after they are spayed/ neutered- no exceptions! We allow pre-adopts where the animal goes to their new home not fixed with an addendum to their contract that states they must bring the animal back for surgery or Adopt-A-Pet takes back the animal.

Prices

We have set prices and rarely stray from them. The adoption prices help with medical care for the animal as well as the other animals. Even if an animal is relinquished to us spayed or neutered with shots up to date, an adoption fee applies. This helps offset costs of daily care, illnesses and unexpected injuries.

Adopt-A-Pet has a major investment in the animals by the time they are ready for adoption. The minimum care an animal receives is being spayed/neutered, tested for illness or disease, microchipped, vaccinated and cared for by staff for the time they have spent with us. Typically, over \$300 has been spent on an animal by the time they are adopted, depending on their care and the length of time they have been at the center.