



VOLUNTEER HANDBOOK
2012

Welcome to the New Rochelle Humane Society Volunteer Program

The New Rochelle Humane Society relies on volunteers like you to assist with a variety of tasks around the shelter and in the communities that we serve. We welcome adults ages 18 or older and junior volunteers ages 14 – 18 years. Family volunteers are adult parents or legal guardians with children ages 10 to 14 years who work as a team only. Each group has a program designed for them with different orientations and guidelines which are described below.

NRHS' volunteer community has a profound impact on the lives of the animals in our care. We are very grateful for your interest in our program and your commitment to donate your time and energy. This handbook is intended to outline the volunteer programs and the shelter policies to ensure a healthy and safe environment for the animals, volunteers and visitors.

About NRHS

For over 100 years the New Rochelle Humane Society has been more than a shelter... providing lost, stray, abandoned, injured and abused animals with a caring transitional home while they wait for that loving permanent home of their dreams.

New Rochelle Humane Society is a private 501©(3) organization headed by a volunteer board of directors. Our staff consists of an experienced and dedicated shelter manager and caring workers, supported by an active group of long term volunteers including enthusiastic family and junior volunteers.

Together they make sure every animal in our facility receives the attention it needs.

We provide animal rescue services for 17 communities in Westchester County and rescue over 500 dogs and 800 cats each year. Day or night we are responsible for taking in any animal in distress in any one of our communities. We make every effort to reunite the animal with its owner. When that is not possible, our staff puts a tremendous amount of energy into matching the animal with the right adoptive home.

About 50% of the shelter's funding is provided by the communities we serve for rescuing their homeless cats and dogs. The other 50% comes from adoption and other service fees, donations, wills, bequests and fund-raising. We do not receive any federal funding.

Location and Hours of Operation

New Rochelle Humane Society
70 Portman Rd, New Rochelle, NY 10801
914-632-2925
newrochellehumanesociety.org

	Operation Hours	Volunteer Hours
Monday	10:00 a.m. to 4:00 p.m.	9:00 a.m. to 4:45 p.m.
Tuesday	10:00 a.m. to 4:00 p.m.	9:00 a.m. to 4:45 p.m.
Wednesday	10:00 a.m. to 4:00 p.m.	9:00 a.m. to 4:45 p.m.
Thursday	2:00 p.m. to 8:00 p.m.	9:00 a.m. to 7:45 p.m.
Friday	10:00 a.m. to 4:00 p.m.	9:00 a.m. to 4:45 p.m.
Saturday	10:00 a.m. to 4:00 p.m.	9:00 a.m. to 4:45 p.m.
Sunday	10:00 a.m. to 4:00 p.m.	9:00 a.m. to 4:45 p.m.

Contact Information

All people listed can be contacted via email at petadopt@verizon.net or via the main phone number at NRHS (914) 632-2925.

Role	Name
Shelter Manager	Dana Rocco sheltermanager@newrochellehumanesociety.org
Assistant Shelter Manager	Anna Lena Larsson
Director of Development	Toni Calabrese Boelsen giving@newrochellehumanesociety.org
Adoption Counselors	Tiffany Monterela Ashley DiDomizio Peter Wright Gorbutt
Event Coordinator	Beverly Press events@newrochellehumanesociety.org
Cat Care Professionals	Carol D'Onofrio Amy Eisenberg Mr. Livingston Catherine Ann "Kat"
Dog Care Professionals	James Adams Patty Anton John Salvo Doug Cano Nick Patrella
Adult Volunteer Coordinator	Dianne Heim volunteer@newrochellehumanesociety.org
Junior & Family Volunteer Coordinator	Diane Wade
Green Dot Dog Walking Class Coordinator	Lee Anne Veley greenotyellowdot@newrochellehumanesociety.org

NRHS Volunteer Activities

Volunteers are needed in many capacities at NRHS. Detailed descriptions of the programs listed below can be found on pages 7 to 14. We hope you find something here that suits your interests and skills!

Volunteer Activities with Dogs:

- Walking
- Training
- Grooming
- Quiet time
- Adoption Events

Volunteer Activities with Cats:

- Socializing Cats and Kittens
- Playtime
- Adoption Events

Fostering Animals at your Home:

- Kittens too young to be adopted
- Dogs / Cats recovering from surgery or illness
- Dogs having difficulty adjusting to the shelter or in need of training

Around the Shelter:

- Assisting staff with feeding the animals
- Assisting staff with cleaning duties including laundry
- Grounds work (gardening, weeding, sweeping, shoveling, etc.)

Behind the Scenes:

- Fund raising events and planning
- Shelter events
- Publicity
- Graphic art and design (for web site, events, brochures, T-shirts, etc.)
- Photography (web site, events, dogs and cats, etc.)
- Thank you notes and clerical assistance

In the Community and Humane Education:

- Hosting group visits to NRHS (i.e. Girl Scouts, elementary schools, etc.)
- Off-site community events: Publicizing NRHS at events in the communities that we serve and representing NRHS at events like parades, animal blessings, fairs, etc.
- Off-site adoption days

The NRHS Volunteer Program

All volunteers must complete an application and attend a volunteer orientation session. Applications and scheduled dates are available at the shelter and on the website. The orientation sessions are specific for Adults or Family & Juniors. Once you complete the orientation session, you can do all volunteer activities except working with dogs. There is an additional class required to work with dogs and is described in further detail in this document. Some additional information to know:

Sign In & Out: Every person is required to log in and out when they are volunteering at NRHS. There are binders on the shelves by the entrance to the large cat room for volunteers to log their time. There are separate binders for Adult, Junior and Family volunteers. Fill in a blank sheet with your name and file it under the first letter of your last name to use as your log.

Badges: You will be given an ID badge during your first visit to the shelter after you attend an orientation. The badge must be worn at all times when you visit NRHS so the staff can recognize you. Please do not leave your badge at the shelter. We are not responsible for lost or stolen badges.

Dress Code: Wear clothes that can get dirty. Sweatshirts are better than sweaters since sweaters will pull if a dog jumps on you or a cat uses his claws. Closed shoes are strongly recommended. Open toed shoes risk injury; volunteers who wear sandals, even sturdy hiking sandals, do so at their own risk. Flip flops are not ever allowed. Dangling earrings, especially large hoops, can be dangerous and are not recommended since an animal may grab at them and injure you.

Adoptions: Adoption counseling and decisions are the responsibility of the staff. Please do not recommend an animal to a potential adopter since not every animal is suitable for every adopter, and vice versa. If asked by a visitor, please refer them to the Front Desk staff. If you are occupying the Training Room or a Get Acquainted Room, you must vacate it for any adoption activity which is the top priority at NRHS.

Reception Area: The reception/office area is for staff only. Please do not enter this area without permission. Do not enter the manager's office.

Adult Volunteer Program Contact: Dianne Heim

The NRHS Junior Volunteer Program

The New Rochelle Humane Society junior volunteer program is for responsible teenagers between the ages of 14 and 18 who love animals and are self starters. After an initial orientation for Juniors, which is typically scheduled on the last Sunday of the month at 11:15 a.m., this loosely structured program allows motivated young people to create their own volunteering schedule. Junior volunteers are welcome at the shelter any time the shelter is open, although volunteer help is needed most in the morning hours between 9:00 a.m. and 11:00 a.m. and at the end of the day between 3:00 p.m. and 4:30 p.m.

Junior Volunteer tasks can include the following:

- Socializing cats and kittens

- Assisting staff in feeding cats and dogs
- Assisting staff in cleaning cat and dog areas
- Socializing puppies (when there are puppies in residence)
- Gardening

The activities are described in the program sections below. Junior volunteers are very welcome to help with adult volunteer fundraisers, as well as to create fundraisers of their own. Over the years junior volunteers have made some terrific contributions in this area including a Dog Walkathon held 2 years in a row at the New Rochelle High School track complete with agility demonstrations, kids activities and walkers who raised money. Junior volunteers also designed and ran a “Barkday Party” with a doggie fashion show, a Valentines Day fundraiser to pay for hip surgery for a shelter dog and scheduled concerts at local high schools along with the Animal Rights Clubs in those schools. These events were enriching for both the shelter and the young people who organized them.

After performing 20 hours of service junior volunteers are eligible to take the Green Dot dog walking class. Upon the successful completion of this class juniors are allowed to walk Green Dot shelter dogs as described in the “Volunteering with Dogs” section of this handbook.

Basic Guidelines for Junior Volunteers are shown in the Family Volunteer section immediately below. Be aware that it is the Junior volunteer’s responsibility to keep their volunteer records up to date if needed for school or other purposes. If a Junior Volunteer does not return to the shelter for 4-6 months, their volunteer log is discarded and not retrievable. If the volunteer needs a letter stating that they have volunteered, they must get that when they are actively volunteering. No records are kept for later access and it is solely the volunteer’s responsibility to keep the record active as long as necessary.

Junior Volunteer Program Contact: Diane Wade

The NRHS Family Volunteer Program

The family volunteer program is our newest program. It was developed in recognition of the fact that some of our most passionate animal people are under 14 years of age. It provides an opportunity for young people between the ages of 10 and 14 years to become more involved at the shelter. **The family volunteers are a team and the parent or legal guardian must remain with their child at all times while at NRHS and is responsible for supervising all activities.**

Family volunteers must attend an orientation session designed for them. The sessions are usually held on the last Sunday of each month at 10:00 a.m. A list of orientation dates can be found on the website. The child (or 2 children maximum) and their parent or legal guardian must be in attendance. **The adult who attends with the child must accompany the child to NRHS for each visit. If an additional parent or legal guardian plans to volunteer with the child, he or she must also attend the orientation. Any child volunteering with the adult must have attended an orientation.**

Family volunteers perform the same tasks as Junior volunteers. Working as a team, they can help staff members with laundry, prepare meals for the animals, and clean dishes and animal areas. Family volunteers can also socialize our cats and kittens, play with our puppies (when available) and help with clerical tasks. Volunteers are always encouraged to get involved with special events. Community fairs, parades, adoption events, fund raising and our annual dog wash are just a few of the events at which you can help out.

If the adult family member would like to walk dogs as a part of their volunteer activities, they must attend a Green Dot training class for family volunteers after first logging 20 hours of volunteer service. See detailed information in the Volunteering with Dogs section of this handbook. The “Volunteering with Cats” section has guidelines and rules for working with our cats.

Family Volunteer Program Contact: Diane Wade

Basic Guidelines for Family and Junior Volunteers

- Sign in when you arrive at the shelter and sign out before you leave.
- Wear your ID badge at all times.
- Do not congregate in the reception area.
- No cell phones are to be used while in the cat rooms or kennel. If you need to make a call, please step outside the shelter.
- Do not wear headphones while in the cat rooms or kennel.
- Pay attention to posted signs on doors, walls and cages. Do not enter areas marked “STAFF ONLY.”
- Dress Code: No flip-flops or open toed shoes. Pants must be at least knee length.
- No “horseplay” in the cat rooms or kennels. Running, jumping around, banging on the kennels or yelling will not be tolerated. This type of behavior upsets the animals.
- Ask a staff member in the dog or cat department if they need help.
- Help with cleaning, laundry and sorting of donations is always appreciated.
- Volunteers are limited to ONE cat room per visit.
- Do not enter a kennel with a dog without permission.
- You are welcome to attend dog training classes which are held on most Thursday evenings from 6:30 to 7:15 p.m.
- Do not assist with adoptions. All adoptions are handled by the staff. Never remove an animal from his or her cage for a potential adopter. Direct all questions regarding animals to the front desk staff.
- If an animal appears to be ill or injured, please notify a staff member.
- Please keep all negative comments to yourself. Our staff works very hard to keep their areas clean and the animals happy. Negative comments about odors or about a particular animal’s personality or appearance will not be tolerated.
- Staff members are happy to answer questions, but are often too busy to engage in long chats unless it is a particularly quiet time.
- If you have a friend who would like to visit the shelter with you, he or she must attend a volunteer orientation.
- E-mails will be sent regularly when help is needed with an upcoming event.
- We are always open to suggestions! E-mail is the best way to get in touch with the appropriate party. You can also leave a message at the front desk.

Volunteering with Dogs at NRHS

To work with dogs at NRHS, you are first required to take a Green Dot Dog Walking class. You will be evaluated during the class for your ability to read the dog kennel cards and to competently and safely handle the dogs. It is the sole prerogative of the class instructor to deny a green dot certification to anyone who cannot meet these requirements. Your volunteer badge will get a green dot sticker on it once you have completed the class successfully so staff will recognize you as a green dot dog walker.

NRHS takes in over 500 dogs every year, roughly a third of which have become separated from their owners and need us to help them find their way home. Once dogs become available for adoption, they will be categorized for volunteers into four types: Red Dot, Green Dot, Yellow Dot, and Blue Dot. The colored dot is shown on the kennel sign for that dog which also shows their name, breed, age, story and some instructions for walking and handling.

The colored dots indicate level of certification required to handle a dog. Red dot dogs are not available to be walked or handled by volunteers. This can be for a variety of reasons including:

- The dog has not passed the time period required to determine if the dog is lost and can be reunited with an owner
- The dog has not yet been temperament-tested to determine the type of program it needs while at NRHS

Green Dot dogs are the easiest to walk and include most of our senior dogs, small dogs, some puppies, and certain adult dogs. Volunteers who want to walk dogs must take the Green Dot walking class and walk only Green Dot dogs until they are comfortable in the shelter environment and feel ready to walk stronger dogs.

Yellow Dot dogs are the majority of the dogs in the shelter at any given time and are typically young and strong dogs that require some strength and dexterity to handle, or dogs that need some special handling. Most of these dogs are walked with an EZ Walk harness or a Gentle Leader to give some extra control to the walker. You must get individually certified to walk Yellow Dot dogs. Junior volunteers are not allowed to walk Yellow Dot dogs.

Blue Dot dogs are on a specific training program being run by the staff trainers which cannot be varied. This program is called “Train to Adopt.” Volunteers participate by invitation only. If you become an experienced Yellow Dot dog walker and show sustained commitment to the shelter dogs, you will likely be contacted about the Blue Dot “Train to Adopt” program.

Green Dot Walking Program

The purpose of the Green Dot walking class is to ensure that every person undertaking walking dogs has a safe and pleasant experience doing so. Acclimating yourself as a volunteer to a shelter environment takes a bit of time and we limit dog walking at first to our easiest dogs to give the volunteer time to become familiar with the shelter itself and the workings of the kennel. You must sign up to take a one hour Green Dot class as we limit attendance to be sure each volunteer gets individual attention. To sign up, send an email to [greendotyellowdot@newrochellehumanesociety.org](mailto:greenotyellowdot@newrochellehumanesociety.org) with “Adult Green Dot Class” or “Family/Junior Green Dot Class” in the subject line.

Contact: Lee Anne Veley

Yellow Dot Walking Program

After becoming comfortable walking the green dot dogs, you can train to become a Yellow Dot walker which will be shown with a yellow dot sticker on your volunteer badge. Generally, yellow dot dogs are more physically demanding to walk than green dot dogs. Every person feels ready to advance at their own pace to walking yellow dot dogs. Some people volunteer just a few times with green dot dogs while some prefer to walk green dots for several weeks or forever. To prepare for the yellow dot level, each green dot volunteer is required to attend three “What Every Shelter Dog Should Know” classes (described in section below) before requesting attendance at a Yellow Dot dog walking class.

Once you have attended three “What Every Shelter Dog Should Know” classes, you can ask to schedule an individual Yellow Dot walking session by sending a note to greendotyellowdot@newrochellehumansociety.org with Yellow Dot in the subject line. During the yellow dot session (roughly 60 minutes long) you will walk two or three yellow dot dogs to ensure your comfort handling these dogs and using the EZ Walk harness or Gentle Leader. Becoming a Yellow Dot walker is either one or multiple sessions aimed at improving your dog walking and handling skills. It is the sole prerogative of the yellow dot instructor to deny yellow dot certification to any walker deemed unable to safely handle the dogs.

Contact: Lee Anne Veley

What Every Shelter Dog Should Know Class

Dog walking and exercise are very important, but may not be enough to help our dogs find their forever homes. The dogs need more from us because they currently live in a shelter. They must be somewhat well behaved, exhibit self control, and be able to make an instant connection with people who may become their new family. To help all of us in the dog program help every dog at NRHS, we have two “What Every Shelter Dog Should Know” classes each week:

- Saturday: 1:00 to 2:00 p.m.
- Thursday: 6:30 to 7:15 p.m.

All volunteers are welcome to attend the “What Every Shelter Dog Should Know” classes. If you are a Green Dot dog walker and interested in becoming a Yellow Dot dog walker, you must attend three classes before requesting attendance at a Yellow Dot dog walking class. Tell the Shelter Dog instructor that you are attending in preparation for the Yellow Dot class and the instructor will initial your volunteer badge at the end of the class to account for your attendance.

Contact: Lee Anne Veley

Guidelines and Rules for Walking Dogs

- Secure a leash, poop bags, treats, toys and whatever else you need before you get a dog out of the kennel. A fanny pack or large pockets are helpful.
- Retractable leashes are not to be used to walk NRHS dogs.
- All walkers must enter the kennel and close the gate before leashing a dog. DO NOT attempt to put a leash on a dog while standing at the gate with the door open.
- It is important to the adoptability of the dogs that you require the dog to sit or, at the very least, not jump prior to entering the kennel and before leashing the dog.

- When exiting a kennel with a dog do not open the gate until the dog is either sitting or is at least not jumping.
- When exiting the kennel
 - Look to see that the coast is clear of other dogs and walkers before exiting the kennel.
 - Walk as far away from the front of the kennel as possible before turning toward the door.
 - Exit quickly, but do not run. Do not stop to talk.
 - Keep the dog by your side by holding the leash about one foot from the dog's collar. Many of the leashes have knots in them to give you a guide as to where your hand should be on the leash when exiting.
 - Leave the building via the windowed door at the far end of the kennel room – to your right as you are exiting a dog kennel against the back wall.
 - The person inside the door has the right of way to exit. The person and dog on the outside of the door should move past the door toward the back of the building while the person inside exits.
- Follow the signs and walk the dog toward the upper parking lot. No dogs are to be walked on the front driveway as several house cats roam freely there. When returning to the shelter, walk your dog to the upper parking lot and down the walkway to the building.
- You must clean up and dispose of any feces in the appropriate trash.
- No dogs are to be left alone in exercise pens, rooms or tied to fencing at any time, ever.
- Do not allow the public to approach and pet a dog you have out for a walk.
- When returning to the kennel area, keep your dog by your side. Your hand should be no more than one foot from the dog's collar.
 - Do not stop to talk.
 - Keep your dog as far as possible from the fronts of the kennels.
 - Enter the kennel with your dog, close the gate, then unleash the dog and back out carefully.
- If you have problems entering the kennel & removing a dog in the above manner ask a staff member to assist you.

Family Volunteer Guidelines and Rules for Walking Dogs

In addition to the general dog walking rules Family Volunteers must abide by these additional restrictions:

- Family volunteers must log 20 hours of volunteer service prior to taking the Green Dot dog walking class. Children are not required to attend the Green Dot class with their adult guardian, but they are welcome to observe while the adult takes the class.
- The dog must always be under the control of the adult Family Volunteer. Under no circumstances can the child hold the leash.
- The dog can not be left with an unsupervised child for any amount of time while volunteering at the shelter.
- Play groups are not to be formed or supervised by Family Volunteers.
- Family volunteers are not allowed to bring friends along to accompany them on their visits to the shelter. Encourage friends to become family or junior volunteers with you.

Junior Volunteer Guidelines and Rules for Walking Dogs

In addition to the general dog walking rules Junior Volunteers must abide by these additional restrictions:

- Junior volunteers must log 20 hours of volunteer service prior to taking the Green Dot dog walking class.
- Junior volunteers must ask at the front desk which Green Dot dogs they are allowed to walk each time they visit to walk dogs.
- Junior volunteers cannot use cell phones in the shelter, except for short calls made in the reception area or outside while walking a dog. You cannot listen to music on headphones while walking a dog.
- Junior volunteers are not allowed to bring friends along to accompany them on their visits to the shelter. Encourage friends to become junior volunteers with you.
- Play groups are not to be formed or supervised by Junior Volunteers.

Volunteering with Cats at NRHS

Feline socialization allows all cats to enjoy human contact and grooming while they wait for their forever homes. Our caged cats need time to roam and play and volunteers can do this in the private socializing room when it is available. Our shy cats can be helped to warm up to people and increase their chance of being adopted by working with our volunteers.

Contact: Anna Lena Larsson

NRHS Cat Department Rules

- Prevent germs from spreading: Animals can carry germs for several weeks before showing any signs of feeling ill. During this time, they are at their most contagious. Please be sure to sanitize your hands in between handling each caged cat or after leaving a free roaming cat room to avoid spreading germs. Wash hands with soap and water as it is the most effective at preventing germs. Use the hand sanitizer after washing with soap and water. Keep in mind that germs can also be carried on your clothing, shoes, toys, brushes and other items the cats come in contact with. Brushing of cats is not permitted as it can spread fungal infections.
- No room hopping: To avoid the spread of germs from one area to another, volunteers are limited to ONE cat room per visit.
- Do not pick up cats or kittens except to move them in and out of individual kennels: This can lead to serious injury as many cats do not like to be picked up and carried about. If startled, a cat or kitten may fall or jump from your arms. If restrained, they may scratch or bite in an attempt to break free.
- Be kind: Shelter life isn't easy and each animal handles stress differently. Do not assume that these animals will behave like your pet at home. Pay attention to body language and be sure that each interaction is a positive one.
- Co-op Kitty: There are three adoption rooms open to volunteers and visitors. As stated above, volunteers are limited to one room per visit. If you should choose to visit Co-op Kitty (the adoption room where cats are in cages,) please read the following rules that apply to that area:

Co-op Kitty Rules

- If you wish to spend time socializing the cats in the cages in Co-op Kitty, please ask the staff which cat cages you can open.
- Do not remove a cat from his or her cage without permission from the front desk staff.
- After you have been given permission, you may take the cat of your choice into the Get Acquainted Room. Cats cannot roam freely in Co-op Kitty.
- To prevent the spread of germs, you may only take one cat or kitten into the Get Acquainted Room at a time. The only exception is if the cats or kittens are sharing a cage.
- Be sure to wash your hands thoroughly with soap and water in between handling each cat. This is VERY important to prevent germs spreading. Hand sanitizer should be used after washing with soap and water.
- If you need assistance with a particular cat, please ask at the front desk.

Foster Program

Open your heart and your home to an animal in need. Through our foster care program, you can provide a homeless pet with the extra time and care they need until they are ready for adoption. Every foster home requirement is different. Time commitments range from two weeks to two months. 24 hour support is provided. We supply the resources and you supply the love!

Contact: Dana Rocco

Around the Shelter

Feeding the Animals

Assist the staff in preparing food bowls and feeding the dogs and cats.

Contacts: James Adams, Carol D'Onofrio

Cleaning Duties

There is always something to be done to keep our shelter clean. The heavy cleaning work is done from 9:00 to 11:00 a.m. and includes: hosing down and scrubbing dog kennel floors and walls, taking up dirty bedding and putting down fresh, and cleaning cat kennels and litter boxes. In addition, other tasks are done all during the day including laundry – LOTS of laundry, washing dog and cat dishes, scooping litter pans, and cleaning windows, shelves or anything else that is dusty or dirty.

Contacts: James Adams, Carol D'Onofrio

Grounds Work

Maintain the general landscaping of the grounds by weeding, raking, shoveling and cleaning up grounds around the shelter.

Contact: Dana Rocco

Behind the Scenes

Fund Raising

As a not-for-profit organization, the New Rochelle Humane Society relies on the generosity of individuals, foundations and corporations to maintain its services. In addition to hosting several fund-raising events each year (including annual events like a gala, Dog Wash, the Hounds on the Sound Dog Walk, Photos with Santa and others,) we request contributions through direct mail, in person and grant applications. Volunteers are needed to help out in a variety of areas including securing donations of merchandise, food, and money. Anyone who is interested in working on an event committee like sponsorships, journal, silent and live auctions, ticket sales, etc. is greatly appreciated. If you have experience or interest in fundraising, or wish to make a financial contribution, please let us know.

Contact: Toni Calabrese Boelsen

Publicity

It is important that NRHS, our animals and our events get publicized. Volunteers are needed to make sure that information gets to newspapers, TV and radio stations. Volunteers also distribute event fliers throughout our service areas. Writing skills, creativity and tenacity in approaching publications and places to post fliers are skills needed for this activity.

Contact: Toni Calabrese Boelsen and Beverly Press

Shelter Events

As described in fund raising, we have numerous events at the shelter and in the local vicinity during the year. Volunteers are needed in many capacities to support these events such as: sign-in table, selling merchandise, directing flow of traffic and people, assisting trainers, doing demonstrations, etc. These events are a lot of fun!

Contact: Beverly Press

Graphic Art and Web Design

Effective communication demands great graphics. NRHS uses graphics to create fliers advertising coming events, around the shelter showing adoptable pets, and especially on our web site and in electronic communication. Photoshop or other computer photo program skills as well as creative design ideas are needed for this activity. Web design skill is needed for help with the NRHS web site.

Contact: Dana Rocco

Photography

Experienced photographers are needed to take professional quality pictures of our dogs and cats for our web site, fliers, and newsletters. We also need photographers to record events and help select photos for posting to the web site.

Contact: Dana Rocco

Thank You Notes

NRHS sends out three mailings a year; two newsletters and a holiday greeting. All contributors get a thank you note. Volunteers are needed to help. This work is done at home and requires a computer and a printer. We provide a form letter on which you enter the name and amount given before printing. Envelopes are hand addressed.

Contact: Dianne Heim

In the Community & Humane Education

Hosting Group Visits to NRHS

School groups and scout troops frequently visit the shelter and occasionally we have a birthday party group. These youngsters are given a talk about the shelter, a visit with a dog and cat and a tour of the facility. Help is needed with these groups since they number anywhere from seven to 20. Most groups come after 3:30 p.m. during the week.

Contact: Dianne Heim

Community Events

NRHS tries to take part in community events which take place in any of the 17 communities we service in order to promote the shelter to people who do not know that NRHS “is their shelter.” This involves bringing a table and literature about NRHS and being able to talk to the public about what we do. Sometimes a dog is brought along to draw attention to the NRHS table. A green dot class is required for participation in the events where a dog is involved.

Contact: Beverly Press

Off-site Adoption Days

Assist staff with transport of dogs and / or cats to adoption events held in the community. Work with the staff to showcase our available animals and our shelter work. These events typically require a half day or full day commitment, usually on a weekend day.

Contact: Beverly Press