



## Volunteer Guidelines

Volunteers are critical to the success of our organization and our adoption events. We are incredibly grateful to all of you for the time you donate to us in service to the dogs. Below are our volunteering guidelines, we hope they answer any questions that you might have and clearly outline what is expected of you as a volunteer.

We strive to offer as many opportunities as possible for our dogs to be seen and adopted so on any given weekend we have a number of events that require staffing. Schedules and event coverage are coordinated based on your stated availability. Therefore, it is imperative that once you commit to an event and provide us with the hours you are available to volunteer that you keep to that commitment.

Please clearly identify the hours you can volunteer at any given event as well as whether you are available to help set up and/or break down the event gear. Event set up time is ½ hour prior to event start. Event break down is also ½ hour after the event ends.

Please be punctual and understand that you must stay for the entire time you have committed to. Only the event team leader can decide to end an event early and call for an early departure of any volunteer. If a volunteer is also fostering a dog, it is especially important to arrive on time or slightly early to ensure the fostered dog has maximum opportunity to be seen and adopted.

Please read through our brochure and visit our website so that you are thoroughly familiar with the Rescue's mission, goals and focus. Basic information we want people to know is: We are a foster based rescue established in October of 2008 and we are a volunteer based organization staffed at all levels. We rescue dogs from high-kill shelters in the South and also right here on Long Island. Once pulled from the shelter, our animals go to the LCAR Safe Haven where they are quarantined, spayed or neutered, treated medically if needed, vaccinated, and micro chipped. We have no physical shelter and rely entirely on foster homes to provide temporary housing until a permanent home is found. As foster homes are available, dogs are transported to NY, where they live with foster families and attend adoption events until adopted. We are always looking for people to foster our dogs and/or volunteer. We welcome all donations and 100% of all money raised by this organization goes to saving the lives of animals.

Please make sure to learn about all of the dogs at each event so that you can speak about them knowledgeably to prospective adopters. If you are asked a question and do not know the answer, please do not guess instead please ask the event team leader for assistance.

Please be ready to "work" from the time you arrive until you leave an event. While it's nice to get to know the other volunteers, it is more important that our volunteers are engaging passersby rather than socializing with each other. Volunteers are expected to keep an eye on our dogs at all times. We ask volunteers to be pro-active in tending to the dogs, if you notice a dog poop or pee, please clean it up immediately. If you notice the water bowls are low or empty, please refill them. Puppy pens need to be kept clean at all times, so please stop any puppy from shredding paper, digging in the dirt, etc and clean up any debris immediately. Please do not wait to be asked to do any of these tasks, we expect you to take the initiative on your own and help us to keep good relationships with our hosts. All of these measures ensure that we are demonstrating proper dog care and presenting our adoptable dogs in the best possible setting.

Please make sure to wear a LCAR shirt or cap while volunteering. Please do not leave personal items, cups, or food on the event tables. We need these to display our merchandise, brochures, donation jars, etc.

***Please note that you may not bring your personal pet with you while volunteering at our events.***

Please make sure you have the cell phone number of the event team leader. If for any reason you are unable to attend, after you have committed to volunteer for a particular event, please call the team leader as soon as possible.

## THANK YOU!

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