

## 2015 ALLEGANY COUNTY ANIMAL SHELTER VOLUNTEER GUIDELINES

**Becoming a Volunteer:** We are pleased that you are interested in volunteering at the Allegany County Animal Shelter (ACAS). Your first step towards becoming a volunteer is completing an application which may be obtained on our website or at the Shelter. This application will ask you for contact details such as name, address, phone, and email address. There are also questions about your availability; whether you would like to volunteer during the day, in the evening or on the weekends. Another section asks which tasks would interest you such as cleaning cat or dog cages and kennels, walking dogs, socializing animals, front desk duties, fundraising and other activities. If you have special skills or qualifications you think we should know about, you are encouraged to include those. Once completed and signed, that application and signed volunteer waivers are turned in to the Animal Shelter. You will be contacted by staff for an interview, either by phone or at the shelter.

**Age Requirements:** An adult volunteer is an individual eighteen (18) years of age or older, who without compensation or expectation of compensation, performs a task at the direction of or on behalf of the ACAS. A volunteer must have an up-to-date application/information sheet on file, as well as signed general and pit-bull waivers. A youth volunteer is an individual at least thirteen (13) years of age, with the above forms on file, and a parent/guardian signed waiver. Children under age of thirteen (13) must have above forms on file, and must be accompanied by a parent/guardian while volunteering.

**In Shelter Volunteer Opportunities:** Most of our volunteers work in the shelter, directly involved in the daily routines of our animals. Depending upon your schedule, you may volunteer on weekdays, in the evening or on weekends. Our prime need for volunteers is on weekends, holidays and evenings when open. Based upon your availability you will be assigned to a volunteer team after your initial interview. Your team is scheduled on a rotating basis to be in the shelter every other weekend, alternating Saturdays and Sundays; or on specific weeknights. If you are available during weekdays, you will be working alongside staff members. You are of course, welcome to volunteer more often than during scheduled times.

**Out-of-Shelter Volunteer Opportunities:** If you would like to support our efforts but cannot volunteer in the Shelter, we welcome you as well. We need assistance with adoption events, fundraising functions, donation drives and other community outreach efforts. And of course, fostering animals is always a need, whether it is a litter of newborn kittens, a dog recovering from surgery or a cat/dog needing socialization time in a non-shelter setting.

**Time Commitment and Attendance:** We ask that you commit to a minimum six hours per month for a minimum of six months. You'll record your hours in the volunteer sign in book located in the front lobby. We also ask that you wear a name tag while volunteering. This identifies you to the public/staff and makes it easier for you to get to know your co-volunteers.

**Can I Catch That?:** Zoonotic diseases are diseases that humans contract from animals. The most effective means of preventing zoonosis is washing your hands frequently with antibacterial soaps or hand sanitizers and immediately disinfecting scratches and bites. Effective means of preventing spread of illness to your pets (or from your pets to shelter pets) is making sure that your own animals are up-to-date on vaccinations; changing your shelter clothes before socializing with your animals; and checking the soles of your shoes before leaving the shelter. Even better, designate a pair of shoes to be "shelter shoes".

**Dress Code:** We suggest you wear jeans or casual pants (no shorts) and skid resistant close-toed shoes. Tank tops, flipflops, sandals etc. are not acceptable. Hats, caps, scarves are also not acceptable while working, except when outdoors as protection from the elements. Volunteer t-shirts are available for purchase and may be earned by accruing volunteer hours (check w/your team captain).

**What you Are:** You are a valuable asset to our Shelter program. It may take a few visits to feel comfortable so give yourself time and ask lots of questions. Taking care of all of our animals is a lot of work.....but we hope that the time you spend at the shelter, at outside events and as an advocate in the community will be as rewarding to you as it is for our furry friends.

## Phone Numbers - Contacts - Info

Allegany County Animal Shelter  
716 Furnace Street, Extended  
Cumberland, MD 21502-1564  
[www.ashelterofhope.com](http://www.ashelterofhope.com)

### Mailing address:

P. O. Box 566  
Cumberland, MD 21501-0566

Shelter Phone Number - 301-777-5930

Shelter Fax - 301-777-2168

[alleganyshelter@gmail.com](mailto:alleganyshelter@gmail.com)  
[info@ashelterofhope.com](mailto:info@ashelterofhope.com)

Patty Collison - Shelter Manager  
301-777-5930  
[alleganyshelter@gmail.com](mailto:alleganyshelter@gmail.com)

Tina Rafferty – Executive Director  
301-777-5930  
301-697-3826 cell  
[alleganyshelter@gmail.com](mailto:alleganyshelter@gmail.com)

Annette Wolford - Volunteer Coordinator  
301-777-5930  
[acasvolunteers@gmail.com](mailto:acasvolunteers@gmail.com)

Barkin' Basement Thrift Store  
45 Baltimore Street  
Cumberland, MD 21502  
301-777-0826

### Hours:

Thurs 10am-6pm, Fri 10am-6pm,  
Sat 10am-5pm, Sun 11am-4pm

Allegany County Animal Shelter Management Foundation  
P. O. Box 566  
Cumberland, MD 21502  
[alleganyshelter@gmail.com](mailto:alleganyshelter@gmail.com)

## Looking for pets:

[www.petango.com/ashelterofhope](http://www.petango.com/ashelterofhope)

Petango.com is one of the largest pet adoption sites with animal rescue groups all over the United States and Canada.

Petango.com gives you access to a number of adoptable pets in Cumberland looking for a kind, loving owner to take them home. This page is dedicated to our pet adoption shelter in Cumberland where you will find plenty of adoptable pets waiting for a loving owner to take them home.

## Facebook Pages to Watch:

Allegany County Animal Shelter  
Allegany County Animal Shelter Lost and Found  
Barkin' Basement  
Friends of the Allegany County Animal Shelter (Group)

## Operating Hours:

Basic Schedule - extended hours may be in place depending upon needs and season

### Mon-Friday

8am-11am Staff/Volunteers only  
11am-4pm Open to Public

**Evening Hours** (can change-best to confirm  
w/team leader)

Tues & Thurs 6-8pm Staff and Volunteers

### Saturday

8am-9am Staff Only  
9am-2pm Open to Public

### Sunday

8am-4pm Staff/Volunteers only  
Closed to the public

December 2015