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Welcome From the Director

We are pleased that you have joined our volunteer organization, *Partners Auxiliary Working for the Sherwood Shelter (P.A.W.S.)*. Volunteers play a vital role within the City of Sherwood's Department of Humane Animal Services. Without your support, we would not be able to assist the number of animals who need help in our community. Whether your talent is stuffing envelopes, cuddling with the cats, walking dogs, fund raising, landscaping, working on special projects, or contributing in the myriad of other ways that volunteers help us, you are making a positive contribution and difference in the lives of the animals at our shelter.

As director of Sherwood Humane Animal Services, and on behalf of our staff, I would like to express our appreciation for the help that you, as volunteers, give the shelter. We thank you for your expertise, your compassion, and the pleasure of your company.

Sincerely,



Robin Breaux
Director
Sherwood Humane Animal Services

Sherwood Humane Animal Services History



In 1948, when the City of Sherwood was first incorporated, there was no Department of Animal Services nor was there a shelter. The city's only full time marshal served as the Dog Warden, and a fenced area provided the only safety for an animal until its owner could be found. Several years later when the city obtained the location for the Department of Public Works, a small building to house cages was erected and became our first animal facility.

Also in 1948, the newly formed City of Sherwood passed Ordinance #3, requiring that all dogs be "vaccinated for the prevention of rabies" and levied a \$1.00 annual tax for each dog owned by a citizen. When a dog was vaccinated and his owner paid the tax, a dog tag was issued. In addition, the ordinance required any dog found without a tag within the city limits to be "impounded by the Town Marshal"

During the next forty years, numerous ordinances were passed concerning the control of animals within the Sherwood City limits. These ordinances addressed such issues as the keeping of poultry, pigs, jackasses, and horses; abandoned animals; horse racing on city streets; leash laws; and barking and nuisance laws. However, City Ordinance #804, which passed in 1987, is the defining ordinance for our current Sherwood Humane Animal Services. This ordinance provides for comprehensive, humane animal control services within our city limits. It includes a list of terms and definitions along with 27 "sections" which address such issues as licensing and vaccination,

number of animals per household, humane treatment of animals, euthanasia guidelines, animal adoption from the shelter, spay and neuter laws, vicious dog laws, and standards for pet stores and shelters. All Sherwood ordinances are online and can be found at www.cityofsherwood.net.

Also in 1987, the Sherwood City Council authorized building our current animal shelter and hired two animal control officers, creating an Animal Control Department. Since 1987, the staff has grown to include 7 positions with 24 hour service to the citizens of Sherwood. Additional kennels, cat rooms, and offices have been added to the building. In 1999, we added a surgery suite for the onsite sterilization of all animals before they are adopted. We are the only shelter in Pulaski County with its own surgery.

In 2004 the name of our department was changed to *Sherwood Humane Animal Services*, and our facility was named the *Michael Shrewsbury Animal Services Complex* in recognition of the director whose vision guided our development into becoming one of the most respected animal shelters in the state. In 2005, the City of Sherwood made Michael's dream of a fully outfitted offsite Mobile Adoption Center a reality. Michael Shrewsbury died from cancer in the fall 2005, not long after the offsite Mobile Adoption Center made its maiden voyage on August 27.

The latest addition to the Sherwood Humane Animal Shelter Complex is our Shelter Dog Park. Our new director, Robin Breaux, presented a proposal for the park to Mayor Bill Harmon who approved its creation in the summer of 2006. The park was quickly completed and serves as an exercise and training area for our shelter dogs, an outdoor training area for our volunteers, a visitation area for prospective adopters, and a memorial garden for Sherwood citizens wishing to make donations to the shelter in memory of a beloved pet.

Meet the Staff



Robin Breaux

Director

Our Director wears many hats. Her responsibilities include supervising and training the shelter's staff, preparing the department's budget, recommending amendments to and preparing suggestions for new animal control ordinances, developing and implementing new animal service programs for our community, and serving as the chief animal control officer.

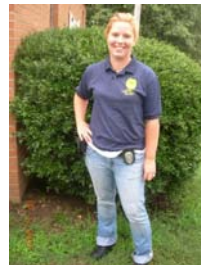
Animal Services Officers: The main responsibility of an animal services officer is to enforce the City of Sherwood's animal service ordinances. A partial list of these officers' duties includes issuing summons and warnings to citizens in violation of Sherwood ordinances, testifying in court, patrolling our streets to locate stray or injured animals or to capture animals who are deemed dangerous, responding to complaints of animal cruelty, performing routine custodial and administrative jobs such as processing adoptions and issuing licenses.



Jason Williamson



Adam Tindall



Gretchen Helton

Shelter Worker: Our shelter workers are responsible for the custodial care of the shelter animals. In addition, Carla serves as our public relations representative, featuring different animals available for adoption on three radio stations and "The Early Show" on Channel 11 each week. Charles has assumed many of the maintenance and landscaping jobs around the shelter; moreover, he helped to build our visitor's gazebo.



Charles Spencer



Carla White

Animal Services Assistant: The main responsibilities of our Animal Services Assistant are to manage the front desk and to maintain all records for our shelter animals. Several of Faith's duties are answering the telephone, greeting the public, processing the animals into and out of the shelter, record keeping, and data processing.



Faith Rennard

Sherwood Humane Animal Services Mission Statement

The mission of the Sherwood Humane Animal Services is to prevent animal suffering, to enforce spay/neuter laws and end animal overpopulation, to educate the public about responsible animal care and humane treatment of animals, and to enforce all Sherwood Animal Ordinances. We will provide compassionate care for all animals that grace our facility.

Hours of Operation

Office	Mon - Fri 8:30 a.m. to 5:00 p.m. Saturday 12:00 a.m. to 4:00 p.m.
Adoption	Mon - Fri 11:00 a.m. to 5:00 p.m. Saturday 12:00 p.m. to 4:00 p.m.
Enforcement	24 hours per day / 7 days per week

Phone Numbers

Main Shelter	834-2287
After Hours Animal emergency	835-1425
Fax	834-7114
Director	834-2287
President of P.A.W.S.	835-5203

Email & Web Addresses

Shelter Email	shelter@ci.sherwood.ar.us
Volunteer Email	sac@ci.sherwood.ar.us
Director's Email	rcbreaux@ci.sherwood.ar.us
Shelter web page	www.Sherwoodshelter.petfinder.com
City of Sherwood	www.cityofsherwood.net
Volunteer Yahoo Group	www.groups.yahoo.com/group/paws_volunteers

Shelter Services & Policies

As a volunteer filling a position at the shelter or participating in an offsite service or event, you will be an ambassador for our shelter. Therefore, you are requested to familiarize yourself with the shelter's services and policies. You are not expected to know all the answers to all the questions; however, the staff does ask that you never give any information unless you are 100% sure you have the correct information. When you don't know the answer to a question, please ask a shelter staff member for help. The following is a list of most frequently asked about services and policies.



Services

The Sherwood Humane Animal Services:

- Enforces all City of Sherwood Animal Control Ordinances.
- Provides abuse and cruelty intervention and legal prosecution.
- Provides 24-hour emergency animal rescue.
- Provides temporary housing for stray, relinquished, or impounded animals. In addition, we attempt to place these animals in permanent, caring homes. (We accept animals only from within the city limits of Sherwood.)
- Endeavors to reduce animal overpopulation by increasing public education about the importance of pet sterilization.
- Sterilizes all animals that are adopted from the shelter, and when applicable, provides a rabies vaccination and the first in a series of immunization shots for such diseases as parvo and distemper.
- Provides community education about the humane treatment of animals.



Policies

Adoptions

- Owner relinquished animals are available for adoption immediately. Stray animals without tags or other means of owner identification are available for adoption after three days. Stray animals with tags or other ID are available for adoption after 10 days. Every effort is made to find each animal's owner and to let the owner know that the animal is at the shelter.
- All potential adopters are required to fill out an Adoption Application and to sign an Adoption Agreement. Among other requirements, all adopters' current pets must be up to date on rabies vaccinations and city license fees. Copies of our Adoption Application and Adoption Agreement may be found on our Petfinder web page at www.sherwoodshelter.petfinder.com.
- We do not knowingly adopt any terminally sick animal. However, we do not know the medical history of our shelter animals; therefore, we do allow for the return of an adopted animal and a refund of the adoption fee, if the animal becomes terminally ill within 10 days after being adopted.
- We sincerely hope that new adopters will make every effort to help their newly adopted pet adjust to its new home, but we realize that occasionally problems arise that cannot be solved. Therefore, any animal adopted from the Sherwood Humane Animal Services may be returned to the shelter for any reason during the first 6 months after being adopted and the relinquishment fee will be waived. However, the adoption fee will not be returned.

Euthanasia

- Our shelter humanely euthanizes all animals that we know to be seriously sick or injured and in pain.
- We euthanize all animals determined to be dangerously aggressive toward people.
- Although we make every effort to place the animals at our shelter in permanent homes, the reality is that there are more animals than there are desirable homes. When our shelter becomes filled to capacity, we must select animals to euthanize using criteria of length of time at the shelter and our judgment as to the adoptability of the animals. These decisions are an extremely stressful, heartbreaking part of our job responsibility. Individuals who cannot support humane euthanasia should not join our volunteer program.

Medical Treatment

- We do not have the resources to provide veterinary care for sick or injured animals.
- We do provide very minimal treatment for minor wounds and illness. For example, we can clean and apply an antibiotic ointment to a small wound. We attempt to treat the animals in our care for fleas and ticks, although we do not have the funds to test and treat for heartworms.
- We recommend that adopters take their new pet to their veterinarian as soon as possible to determine if any medical treatment is needed to insure the animal's good health. Providing medical treatment for the pet is one of the adopter responsibilities in the Adoption Agreement which all adopters sign.

You will receive additional information concerning shelter services and policies during the volunteer orientation that all new volunteers are required to attend. You will also have the opportunity during orientation to ask questions about any of our services or policies.



Joining P.A.W.S

P.A.W.S. (Partners Auxiliary Working for the Sherwood Shelter) encourages the participation of volunteers who support our mission:

To aid the shelter animals by improving the quality of their lives while at the shelter and by helping them to be adopted, to help the staff so they can do their jobs more efficiently, to raise funds to expand the services our shelter can offer to our community, to promote the sterilization of all pets, and to assist the shelter staff in educating our community on all issues concerning the humane treatment of animals.



Membership

Annual Dues - Inactive: \$20.00 / Active: Youth \$5.00 (14-18yrs. old), Adult Individual \$10.00, Family \$15.00. Returning member dues are payable each year during the month of January. New membership dues paid during the time period Jan. 1 - June 30 will be for the current year. New membership dues paid during the time period of July 1 - December 31 will be for the current & following year. Both active and inactive members receive access to a moderated P.A.W.S. Yahoo group message board and our web site. In addition, active and inactive members will receive the P.A.W.S. quarterly newsletter, The Paw Print.

Inactive Membership - Inactive membership is for those individuals who would like to support the volunteer efforts of P.A.W.S., but who do not feel they have the time to be actively involved. By becoming an inactive member, your dues will help to support our shelter and its volunteer programs.

Active Membership - Active members agree to volunteer their time in one or more of the volunteer areas of opportunity. An active member who commits to a volunteer position which requires a weekly time commitment agrees to perform that position's responsibilities for a minimum of 3 months. Active members will be asked to participate in special projects and fund raising events.

Age Requirement - Volunteers must be at least 14 years old. Although children under 14 yrs. may participate with their parents/guardians on special projects or fund raising events held at off site locations, no one under 14 yrs. can perform a volunteer service at the shelter. Children under the age of 14 yrs. may not accompany their parent(s) during any volunteer service performed at the Michael Shrewsbury Animal Shelter Complex. An animal shelter can be a dangerous place under any circumstances, and our shelter is not designed to accommodate many people at any one time. The office space is cramped and the kennel and cat areas become crowded very quickly with visitors looking at the animals. In addition, maintaining sanitary and disease prevention policies is very difficult. In short, the shelter is no place for small children.

Tetanus Shot - All volunteers performing a service on site at the shelter and any other volunteers who expect to come in contact with shelter animals during a special project or fund raising event must provide a copy of their shot record showing a current Tetanus shot.

Termination of Membership -

- **By Resignation:** A member in good standing may resign upon written notice to the Volunteer Coordinator. Neither dues nor portion thereof will be refunded.
- **By Lapsing:** A membership will be considered as lapsed and automatically terminated if a member's dues remain

unpaid 60 days after Jan 1st. Members will be notified when their dues need to be renewed.

- **By Expulsion:** Membership shall be terminated by expulsion immediately upon conviction of animal cruelty charges by any court of law. The Board of Directors shall have the power by a majority vote of the board, which may be taken by surface mail or electronic mail, to suspend the memberships of any member of the Auxiliary for conduct on his/her part likely in the opinion of the Board of Directors to endanger the welfare of the Auxiliary. Members so accused shall be entitled to a hearing, and if the hearing is requested final action of the Board of Directors shall be postponed pending the hearing. This hearing may be handled by conference call or electronic mail.

Financial Accounting - All P.A.W.S. funds are deposited into a separate P.A.W.S. account at Eagle Bank in Sherwood. The account is administered by the City Clerk's office. Checks to pay for P.A.W.S. grants to the Sherwood Humane Animal Shelter or for P.A.W.S. operating expenses are signed by the City Clerk or one of the clerk's authorized employees. Once a year, in the March edition of The Paw Print, the P.A.W.S. Treasurer will provide a general accounting of funds raised and of expenses paid during the previous year.

P.A.W.S. operating expenses will be paid by the City Clerk upon presentation of a "bill" or "paid receipt" authorized by the P.A.W.S. Treasurer. Requests for grants from P.A.W.S. to the Sherwood Humane Animal Shelter will be presented to the P.A.W.S. Board of Directors in writing by the Shelter Director. When approved, the expenses detailed in the grant application will be paid by the City Clerk from the P.A.W.S. checking account.

Funds in the P.A.W.S. checking account belong specifically to P.A.W.S. to pay for the organization's operating expenses and for grants to the Sherwood Humane Animal Shelter.



P.A.W.S. Policies & Guidelines



Dress Code

All volunteers must be clearly identified as a VOLUNTEER while performing a service at the shelter or while participating in any P.A.W.S. special project or fund raising event.

Volunteers performing a service that involves handling animals should wear clothes that can get dirty or furry. Wear closed toed shoes with soles that will not slide on concrete. Dangling jewelry is likely to become snagged and can be a hazard.



Training

Before beginning volunteer service, all active members must attend a general Volunteer Orientation which is scheduled as needed. During this orientation, each active volunteer will receive a copy of the Volunteer Handbook, a Volunteer Application, the Volunteer Agreement and Liability Release Form, and a Volunteer Time Sheet. This basic orientation will last approximately 1 hour and will include such activities as completion of the Volunteer Application and the Volunteer Agreement/Liability Release Form, viewing a short DVD on euthanasia, an explanation of basic shelter safety & disease prevention policies, descriptions of available volunteer positions, and time for volunteer questions. Certain volunteer positions may require additional training.



Record Keeping

Volunteers performing services at the shelter should record their "hours worked" in the "Volunteer Sign-In Notebook." Volunteers filling positions off site, working special projects, or helping with fund raising events are asked to record their hours on a "Volunteer Time Sheet" which they will receive during Volunteer Orientation. These time sheets should be returned to the shelter at least once a month. Accurate record keeping of volunteer hours is of vital importance to our fund raising efforts. Grants and business sponsorships are often given to those organizations that can demonstrate a strong volunteer program.



Conduct

As a representative of the City of Sherwood and the Sherwood Humane Animal Services, it is important that volunteers be familiar with the shelter's policies and procedures. Volunteers should be polite, courteous, and helpful when communicating with all shelter staff and with all visitors to the shelter.

It is the policy of the City of Sherwood and the Sherwood Humane Animal Services to provide a workplace that is free from discrimination and harassment, and one that promotes equal opportunity and equitable treatment. Any type of harassment or discrimination based on a person's race, religion, color, national origin, gender, sexual orientation, etc. is prohibited.



Injury While Volunteering

Working with animals can be a risky business. A shelter environment can be stressful and frightening, especially to a new animal. This is why any volunteer who performs a service that involves contact with the shelter animals must complete additional "Hands-on" animal training. In addition, volunteers should avoid contact with all animals in quarantine or whose kennels are identified with kennel cards stating "Caution." However, no matter how careful or well trained one is, accidents and injuries still occur. If you are ever injured while working at the shelter, on a special project, or during a fund raising event, contact a shelter staff member immediately. It is especially important to report any bite or scratch to the shelter staff, even if the injury was accidental. Your reporting the injury will not endanger the animal—but not reporting it could endanger you or other people.



Complaints

We want your volunteer experience to be fun and rewarding. If you have a complaint, please notify the President of P.A.W.S. or the Shelter Director. **WE VALUE YOUR FEEDBACK!**



Volunteer Training Classes

Volunteer Orientation - provides an overview of the Sherwood Humane Animal Services and P.A.W.S. policies, guidelines, services, and volunteer opportunities. Basic safety and disease prevention procedures will be explained, and a short DVD on euthanasia will be viewed.

Date & time: Volunteer Orientation will be offered upon demand for new volunteers who have completed the volunteer application and paid their dues. New volunteers will be notified by phone or email of specific dates and times.

Interacting Safely with Shelter Animals

- Basic dog handling - provides discussion, video, and demonstrations explaining such topics as how to approach a shelter dog, canine body language, handling dogs with little obedience training, removing and returning dogs to kennels, disease prevention & recognition, and shelter park rules and guidelines.
- Basic cat handling - provides guidelines for interacting with shelter cats in a safe and comforting manner, tips concerning body language and tone of voice, feline body language, and disease prevention and recognition.

Qualifications: Completion of "Volunteer Orientation"

Date & Time: Scheduled upon request with the Sherwood Humane Animal Shelter director.

Teaching Basic Obedience - instructs volunteers in training methods to teach basic obedience commands to dogs. The goal is to help our shelter dogs become more adoptable.

Qualifications: Completion of "Volunteer Orientation" and "Interacting Safely with Shelter Animals"

Date & Time: Scheduled upon request with the Shelter Humane Animal Shelter director.

Advanced Dog Walking - teaches the use of specialized equipment, training methods, and addressing common problem dog behaviors. This is a hands-on training session for volunteers who have a minimum of 6 months volunteer service and experience with shelter animals, and who desire to walk shelter dogs in Sherwood neighborhoods outside our shelter park.

Qualifications:

- *Volunteer must be recommended by the Shelter Director*
- *Completion of "Volunteer Orientation," "Interacting Safely with Shelter Animals," and "Teaching Basic Obedience"*

Date & Time: Scheduled upon request with the Shelter Director.



P.A.W.S. Volunteer Opportunities



Animal Care Positions

To insure the safety of volunteers and animals, hands-on volunteer opportunities require experience and specific training beyond the general Volunteer Orientation class.

Dog Socialization

Time Commitment: *Volunteers commit to exercising a dog a minimum of once a week for at least 3 months. The exercise sessions should last between 30 minutes to 1 hour.*

Training: *"Volunteer Orientation"
"Interacting Safely with Shelter Animals"
"Teaching Basic Obedience"*

Qualifications: *Minimum 14 yrs. old
Volunteers who can commit to a consistent schedule.
Volunteers who can work independently and ask questions freely.*

Job Description: The goal of this service is to provide adoptable, shelter dogs with daily exercise, human contact, and mental stimulation. Volunteers will supervise a dog while it runs freely in our shelter park. In addition, volunteers will teach the dog how to play fetch, to respond to a few basic commands such as "sit" and "come," and to walk with a leash. All volunteers participating in this program need to be consistent in their use of teaching basic obedience skills. In addition, volunteers need to be very observant of each dog's behavior and general health. They should report any problems or unusual behavior to a staff member. Poop trash bags will be provided for the volunteer to pick up all waste. Volunteers will be matched with dogs to exercise by the shelter staff.

Cat Socialization

Time Commitment: *Volunteers commit to kitty socialization a minimum of once a week for at least 3 months. The socialization sessions should last approximately 1 hour.*

Training: *"Volunteer Orientation"
"Interacting Safely with Shelter Animals"*

Qualifications: *Minimum 14 yrs. old
Volunteers who can commit to a consistent schedule.
Volunteers who can work independently and ask questions freely.*

Job Description: This job requires a love of cats. The volunteer will gently handle, pet, brush, and play with the cats. The volunteer will also do any needed "housekeeping" chores in the cat rooms such as cleaning the litter boxes, refreshing water bowls, and replacing dirty bedding. In addition, volunteers need to be very observant of each cat's behavior and general health. They should report any problems or unusual behavior to a staff member. Volunteers must wash their hands when moving between cat rooms.

Advanced Dog Walking

Time Commitment: *1 hour per week for a minimum of 3 months*

Training: *"Volunteer Orientation"
"Interacting Safely with Shelter Animals"
"Teaching Basic Obedience"
"Advanced Dog Walking"*

Qualifications: *18 yrs. or older
Volunteers who can commit to a consistent schedule
Physically fit walkers capable of handling dogs who are unpredictable*

Job Description: This program sends volunteers to highly visible Sherwood streets with dogs wearing "I'm Available for Adoption" identification promoting both the shelter and themselves. The goals of the program are to increase public awareness about the shelter, increase the dogs' chances of adoption with the extra visibility, exercise the dogs and increase their socialization. Volunteers selected for this

program must have great dog-handling skills and be able to read and pay attention to the signals a dog may be giving due to stress, anger, fear, etc.

Animal Grooming

Time Commitment: 1 hour per week for a minimum of 3 months

Training: "Volunteer Orientation"
"Interacting Safely with Shelter Animals"

Qualifications:

- Volunteers with enough strength to lift dogs in and out of the grooming tub and the stamina to kneel or bend when washing larger dogs in the floor sink area
- A willingness to get wet and to get clothes dirty
- Dog washers must be 14 yrs. old; however, grooming taxi drivers must be at least 18 yrs. old and have a valid driver's license.

Job Description: Volunteers in the Grooming program bathe & groom shelter dogs. Grooming volunteers are expected to examine the dogs they groom for fleas, ticks, skin or ear problems, or any obvious health problem. Groomers work in pairs to assist each other with lifting, bathing, and any dog handling problems. This program also takes one dog each week to Groomingdale's on Hwy 107 for a free appointment.



Shelter Service & Public Relation Positions

Housekeeping & Landscaping Committee

Time Commitment: 2 hrs. per week for a minimum of 3 months

Training: "Volunteer Orientation"

Qualifications: Good enough physical condition to do light house keeping chores such as wet mopping a floor or basic gardening chores such as digging holes for new plants, shrub trimming, raking leaves.

Job Description:

- Volunteer Housekeepers will be asked to do jobs such as laundry, helping to clean the cat rooms, washing animal feed/water bowls, organizing and maintaining medicine and grooming supplies storage, tidying the reception area.
- Landscaping volunteers will help to create and maintain the Shelter Dog Park gardens. They will work under the supervision of a Pulaski County Master Gardener.

Office Helper

Time Commitment: 2 hrs. per week for a minimum of 3 months

Training: "Volunteer Orientation"

Qualifications: Minimum age of 14. General office skills such as data processing, filing, copying. Good organizational skills.

Job Description: Volunteer Office Helpers will work under the supervision of the shelter director and the Animal Services Assistant. Depending upon their skill levels, they may be asked to help with jobs ranging from making needed copies, to compiling statistics, to researching fund raising and potential grant programs.

Offsite Mobile Adoption Center

Time Commitment: On call for a minimum of 3 months.

Training: "Volunteer Orientation:"
"Interacting Safely with Shelter Animals"

Qualifications: Minimum Age of 14. Good Public Relations Skills. A good understanding of the Shelter's adoption policies.

Job Description: One or more volunteers may be scheduled to accompany a Shelter Staff member each time the Offsite Mobile Adoption Center travels for an adoption event. The volunteer(s) will assist the Shelter Staff member in preparing the trailer, loading the animals, and in setting up at the site. The volunteer(s) will help answer questions about the animals, the adoption procedure, and about our volunteer organization P.A.W.S.

Web Design & Management

Training: "Volunteer Orientation"

Qualifications: Proficiency in Web Page design

Job Description: Maintain our Petfinder web page. Design and establish P.A.W.S. own web page with both public and "members only" features, i.e. publication of our online newsletter, scheduling calendar, message board.

Newsletter "The P.A.W.S Print"

Training: "Volunteer Orientation"

Qualifications: Previous experience with writing and publishing a newsletter would be nice but is not required. Good writing skills and a willingness to learn publication software.

Job Description: Design and Publication of a quarterly newsletter.

Petfinder.com Committee

Training: "Volunteer Orientation"

"Interacting Safely with Shelter Animals"

Qualifications: Photographers must own a digital camera and be proficient in editing and emailing digital photos. Other team members need to be comfortable handling dogs and cats during the photo session.

Job Description: The volunteers working with the Petfinder Photography program photograph, edit, and post the digital pictures of our adoptable shelter animals to www.petfinder.com, a nationally recognized, "free" to non-profit shelters web site. Optimally a dog team and a cat team are needed with each team composed of three members: an attention getter, an animal holder, and a photographer. One member of each team should also be designated to fill out the data sheet for each photographed animal along with a short description noting anything distinctive about the animal's physical appearance, temperament, or special needs. All digital photos are compiled by the committee chair

who is responsible for managing our shelter's entries on Petfinder and the web page Petfinder provides our shelter.

Pet Adoption Bulletin Boards and "Pet of the Week" Newspaper Article

Training: "Volunteer Orientation"

Required Skills: Must be proficient in editing and emailing digital photos and using software to create photo/text displays of our shelter animals. If you have a computer and a color printer, we will help you obtain any needed software and train you to use it.

Job Description: Maintain a bulletin board of adoptable shelter animals at Walgreens in Sherwood which is updated each week. Maintain additional bulletin boards at other local retail businesses as permission is obtained. Send a picture and text to *The Sherwood Voice* once a week to be featured in the "Pet of the Week" column. Pictures for the bulletin boards and the newspaper feature will be emailed to you each week from a member of the Petfinder Program.

Public Education / "KIND News" Committee

Training: "Volunteer Orientation"

Required Skills: Volunteers should be interested in public relations and in making presentations to small or large groups of adults or children.

Job Description: This committee is responsible for meeting with the principals of elementary schools in Sherwood to offer their classrooms the monthly "KIND News" newsletter which is published by the Humane Society of the United States. At least twice during the school year, members of this committee will visit the schools to see how the students & teachers are using the newsletters and to evaluate the program's success.

In addition, members of this committee will be asked to participate in an annual fund raising drive to support this program. They will make presentations to Sherwood business groups, provide news releases to local newspapers, and accompany the shelter's public relations representative to an early morning TV show and to radio broadcasts.

Meals on Wheels Partnership Committee

Training: "Volunteer Orientation"

Required Skills: Volunteers who serve on this committee need to be comfortable transporting animals in their vehicles. They need to enjoy helping the elderly & animals. Good people skills are a must.

Job Description: This committee is responsible for accepting referrals from Meals on Wheels volunteers for clients in the Sherwood area who have pets and need assistance caring for these animals. If needed, P.A.W.S. will provide pet food, flea, tick, & heartworm preventative, spay/neuter, and transportation to a groomer or a veterinarian.



Fund Raising Programs – The following volunteer opportunities require minimal or no interaction with the shelter animals, yet volunteers for these programs are desperately needed. Although our shelter's basic budget is funded by the city and the city has been especially generous in helping with large projects such as our off site mobile adoption unit and our shelter park, there are innumerable ways that our shelter's physical complex, basic animal care, and community outreach programs need to be improved, expanded, or just plain implemented. A few of the most pressing needs that are dependent upon P.A.W.S. fund raising efforts are:

- Providing spay/neuter assistance programs to reduce the overpopulation of companion animals.
- Landscaping our shelter park. Attractive landscaping will draw attention to our shelter and encourage people to visit our shelter first when looking for an animal to adopt.
- Providing educational materials & programs for Sherwood elementary schools to teach children humane treatment and care of animals.

- Providing basic animal training for our adopters to eliminate the "returned pet" and to insure that our adopted animals go to permanent homes.

The "THANK YOU" Volunteer

Training: "Volunteer Orientation"

Desired but not required skills: Word processing and Email Savvy.

Job Description: Each month a volunteer goes to the shelter to collect the name, address, phone number, & email address of people who have adopted an animal from our shelter that month and sends a pre-printed thank you note to the new adopter with an enclosed pre-printed envelope asking for a donation to P.A.W.S. The "Thank You" volunteer provides P.A.W.S. Membership Chair with the contact information of all new adopters, so they can be included in the annual membership campaign.

Pet Memorial Garden

Training: "Volunteer Orientation"

Desired but not required skills: Word processing, Internet and Email Savvy.

Job Description: One of the many uses planned for our new shelter park is the Memorial Garden Program. Volunteers wishing to help with this ongoing fund raiser will be responsible for working with the Public Relations committee to publicize the program, receiving the memorials, sending thank you cards to those giving memorials and notification cards to recipients of memorials, and ordering and installing memorial markers in the garden.

Membership Committee

Training: "Volunteer Orientation"

Required Skills: Must be computer literate, have email access, and be willing to learn data management.

Job Description: This committee is responsible for our annual membership drive which includes a mass mailing to all present members and all new Pulaski County adopters from Sherwood Humane Animal Services. In addition, the membership data base will need to be kept up to date throughout the year.

Grant Applications

Training: "Volunteer Orientation"

Required Skills: Word processing. Previous experience in writing grants would be nice, but is not necessary.

Job Description: This volunteer will work with the shelter Director to discover and apply for those grants for which it seems possible that our shelter and our auxiliary might qualify.