

To: _____

Date: _____

From: Hilary Anne Hager 425-257-6011/

Re: Volunteer Commitment

Greetings! My records show that you will soon be completing your second month of volunteer service at Everett Animal Services. I need to know what your plans are for future volunteer service. Do you plan to continue volunteering here past your initial three-month commitment, or are you thinking that the three month mark will be a good time to move on to other endeavors?

If you will be ending your service, I do ask for one-month's notice. Please turn the form in or email me with your end date no later than _____. Please know how much all of us appreciate the time and energy you have given us over the last couple of months!

Please review the following options and check the boxes most appropriate for you. You can leave this in the envelope outside my office door.

- I plan to continue volunteering after my three-month commitment is completed. I understand that I may volunteer as long as I wish and that I am requested to give four weeks' notice should I ever decide to discontinue my service.
- I plan to continue my service with EAS, but I need to change to a different shift.
My 1st choice: _____ (e.g. Tuesday, 3.30-5.30)
My 2nd choice: _____ (e.g. Saturday, 8-10)
- I plan to continue my service with EAS, but I would like to be trained in another area: _____.
- I plan to complete my third month of volunteering and then end my volunteer career at EAS. This form will serve as my one month's notice of termination. I understand I will always be welcome back in the future. My last day at EAS will be _____ (provide date).
- After ending my weekly commitment, I would like to be placed on the on-call list. Please send me the oncall form to fill out.
- I am a Junior Volunteer and at the end of my initial three-month commitment I feel I will be ready to be assessed to work independently. If I do not check this box, I understand it will be my obligation to contact Hilary at a later date to be assessed, when I'm ready for the next step in the process.

Additional Comments: _____

Please call or email me if you have any questions!

Thank you for being a volunteer at EAS!

Volunteer data for tracking:

- # orientations per month
- # scheduled to attend
- # people attended (# of Junior vols)
- # orientation attendees who become volunteers
- % of new volunteers who complete initial three month commitment
- Average length of time it takes from orientation to first shift
- # volunteers performing hours each month
- Anniversaries of start dates, tracking start and end dates
- Exit letters to volunteers leaving on good or poor terms to close out service, copies kept
- Birthdates
- Status (active, inactive—is there such thing as 'on-call'?)
- Attendance tracking
- Contact info on schedule: email? Phone? Make note about privacy and use for EAS business only
- Paper files for each volunteer including: application, signed contract, hours slips, copy of exit letter, consider a commitment form?

Volunteer Personal Information

Name: _____

DOB: _____

Address: _____

Phone: _____

E-mail: _____

Volunteer Set-Up

- Filled out Volunteer Application
- Emailed/Called to Schedule Interview/Orientation
 - Date Emailed/Called _____
 - Date & Time Scheduled _____
- Completed Interview/Orientation
 - With _____
 - Date Completed _____
- First Shift Scheduled
 - Position _____
 - Date _____
- Signed Volunteer Release
- Given Welcome Packet & Appropriate Volunteer Manual
- Given a Personalized Name Tag
- Added to Volunteer Master
- Added to Mail Master
- Added to Volunteer@meowcatrescue.org account
- E-mailed contact info to Nydia for Outreach account.
- Added to Volunteer Roster
- Added to Volunteer Calendar

Volunteer Training

- Appropriate Signature Sheet(s) Submitted
- Volunteer Mentoring Scheduled
 - Date _____
- Completed Animal Handling Training
 - Date _____
- Completed Customer Service Training
 - Date _____

Volunteer Exit Steps

- Removed from Schedule & Volunteer Roster
- Removed from Volunteer Master
- Removed from volunteer@meowcatrescue.org account
- Removed from Volunteer Roster

New starting April 1st 2013

Volunteer Absence Information

Sudden Absences - You know less than 1 week in advance (sick, car trouble, etc.)

How to Give Notice

- Call the front desk and leave a message **425.787.2500 x817**. We will not call you back, but we will record this information and your absence will be excused.
- Calls and emails to the rehabilitators and Frances **are not acceptable** notice because we change schedules and have weekends, so we might not see your message/email until it is too late.

Finding Coverage

- You are not expected to find coverage for short notice absences.
- However, if you want to look for a sub, we will gladly accept whoever you find!

Upcoming Absences - You know 1 week or more in advance (doctor, vacation, etc.)

How to Give Notice

- Submit a "**Volunteer Absence Notice**" in the "**Notes to the Rehabilitator**" bin on the filing cabinet in the lobby.
- A rehabber will review your notice and discuss it with you as needed.

Finding Coverage

- You must attempt to find a sub via Google Groups, posting a note, and/or calling the sub lists provided in the volunteer station. If you do not find a sub but try all the methods, your absence will be excused.
- If you do not want to go through the search for a sub (*or if you are unsuccessful*), you have the option of just coming to another shift instead.

Long-term or Permanent Schedule Changes

How to Give Notice

- Contact Frances via email (**fboyens@paws.org**) about going on leave of absence, changing shifts, or quitting.
- If at all possible please try for a **month notice**