



cat adoption team

WELCOME TO CAT

While you are completing your community service at CAT, we expect you to adhere to the following policies. Failure to adhere to any of these policies may result in dismissal from CAT's community service program.

Scheduling

You are required to schedule your shift in advance via the community service calendar with either a staff person or the volunteer manager. The community service calendar is located in the log book at the front desk. Shifts are a minimum of 2 hours and can be scheduled between noon and 6:30 pm. You can opt to commit to more than one shift a week if you prefer to get your hours done quickly. We typically have one or two shifts available per day Tuesday through Sunday. Shifts fill quickly—you may want to schedule several shifts in advance if you know your schedule.

If you are unable to make your scheduled shift, you need to email Nancy at nancyp@catadoptionteam.org or call our main line 503.925.8903 and leave a message.

Attire

Close-toed shoes, long pants, and shirts with short or long sleeves are required. Skirts, dresses, shorts, and tank tops are not permitted. You will want to wear clothes you won't mind getting dirty or potentially damaged.

Signing in and Out

You must check in with the Shelter Associate at the front desk at the beginning of your shift, when you take breaks, and at the end of your shift. They will log your time and they will have you initial to confirm when you leave. You should also be tracking your own hours. Our staff will not calculate your hours served. When you have completed your hours, please email nancyp@catadoptionteam.org and we will forward your documents to the appropriate agency.

Breaks

If you need to take a lunch, smoke, or phone break, you will need to have the front desk sign you out. Bathroom breaks are permitted and you will not be required to sign out.

Cell Phone Usage

You are not permitted to use your phone while working a community service shift. If a staff member finds you using your phone outside of a scheduled break, you will be asked to leave for the day. If there is a second offense, you will be dismissed from CAT's community service program.



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Performance Expectations

We expect you to be respectful of all staff, volunteers, guests, and shelter animals. For the safety of our animals and to respect our staff members' time, it is imperative that you follow instructions exactly. If you have forgotten how to complete a task, or don't know what you should be working on next, you are expected to find a shelter staff member to help you. If you demonstrate an inability to follow direction or work independently after training, you will be dismissed from CAT's community service program.

Only the person approved to complete community service will be allowed on site. You must bring photo identification to each community service volunteer session.

Thank you for completing your community service with CAT.

I have read and understand the policies stated above:

Name (please print)

Signature

Today's Date

Phone

Email

Emergency Contact Name

Phone