

# VOLUNTEER HANDBOOK

## Welcome!

Welcome to the Shaw Pit Bull Rescue (Shaw PBR's) Volunteer Program. Being a volunteer is extremely rewarding, educational and fun. Here, you can have a significant positive impact on the lives of homeless American Pit Bull Terriers.



Providing a clean rescue environment, or even giving a dog a bath or pat on the head, can have a huge impact on the lives of our adopt-a-bulls. It is rewarding to see how the dogs respond to the love they receive while at our rescue. In most cases, our adopt-a-bulls were strays or abused, and our rescue is the first time they experience compassion.

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## Thank You!

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Shaw PBR is an all-volunteer, non-profit 501(c)3 organization. As a result, we recognize the value of your time and thank you for giving your time as a volunteer to help change the life of a dog in need. We hope that the time you spend here will be as rewarding to you as it is beneficial to the adopt-a-bulls you help. We appreciate your commitment to help us help them and we know that your time is valuable. Because of you, our adopt-a-bulls get to play regularly and are more socialized. Most importantly, the time and energy you contribute by volunteering helps save many dogs' lives.

Since your support as a volunteer is extremely important, your decision to participate must be made with the full understanding of the commitment and responsibility it demands. This handbook has been prepared for you as a reference guide. It contains information regarding our policies & procedures, tools for dealing with the public, and how to safely handle rescue animals. Please read it carefully so you will be well equipped to answer questions knowledgeably and to provide quality care to the dogs at the rescue.

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## MANAGEMENT

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There is a clearly defined structure that outlines accountability, responsibility, and authority for management within the organization. Authority and responsibility are given only to those who have the appropriate knowledge and training. Members of management are: Kenneth Shaw, Aimee Shaw, Bertha Cisneros, Bertha Alicia Mireles, and Lesley Bailey.

Management will handle all discipline - dogs and people. Never physically discipline; and never attempt to break up a dog fight - contact a member of management, immediately

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# CODE OF CONDUCT

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## Respectful Behavior

As a member of the Shaw PBR team, you are a representative of Shaw PBR's brand and image and are expected to conduct yourself in a professional manner. You must be respectful and courteous in your interactions with the public and with management. Disrespectful or unprofessional behavior, sexual harassment, threats, disparaging remarks, discrimination or excessive vulgar language will not be tolerated and you may be asked to cease your volunteer work as a result of such conduct. This code of conduct applies to online and/or written material as well as personal interactions with board members, other volunteers, and members of the public. Bottom line - commit to providing excellent customer service to our visitors, board members, and fellow volunteers.

## Non-Shaw PBR Guests/Pets

It is not appropriate to bring children who are not Shaw PBR volunteers or your own pets to the facility while you are performing volunteer activities. All Shaw PBR volunteers must sign the volunteer agreement, and have approval from the Volunteer Coordinator to proceed with further activities. Volunteers with unapproved guests or pets will be asked to leave.

## Privacy Policy & Conveying Correct Information

Information pertaining to Shaw PBR records or specific cases are strictly confidential and may not be discussed with others. Please refrain from offering the public information on fees or policies unless you are sure you have current, accurate information. When in doubt, always refer the person to Shaw PBR management. Volunteers are not to disclose any confidential information (contact, personal information, financial, etc.) of rescue volunteers or board members. Only Shaw PBR approved signage and messaging are allowed on premises and at Shaw PBR events. Do not write notes or messages on kennel cards, on paper signs or affix any other signs or messages without prior approval from Shaw PBR management.

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# VOLUNTEER POLICIES & GUIDELINES

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Shaw PBR relies on its volunteers to be dependable and effective during their volunteer hours by following established policies and guidelines. This allows our rescue program to operate smoothly and with the maximum benefit to the dogs, management, and volunteers. All rescue volunteers are required to abide by those policies and guidelines detailed in our Volunteer Handbook.

## Qualifications

Volunteers must be at least thirteen years of age to work without parental supervision, and must enjoy working with and show a genuine concern for the welfare of animals. A willingness to work hard, get dirty, and pitch in wherever needed is required. The ideal volunteer is self motivated, mature, sensitive, dependable, and a team player. He or she must have the ability to meet assignments promptly, reliably and with flexibility. Volunteers who work in direct contact with our adopt-a-bulls must exhibit a willingness to learn about dogs and how to properly interact with them.

## Requirements

Volunteers must be in generally good health and be able to perform the tasks they have signed up for. Volunteers should check with their doctor if they have any health questions or concerns related to

volunteering and working with animals. See also "Volunteer Release & Waiver"

## Hours of Operation

We are a privately run rescue and therefore closed to the general public. We are open for visitors, adoptions and volunteers by appointment only.

Volunteer Work Days and Shaw PBR Events will be posted on our Facebook page and our website. All other volunteer hours should be pre-scheduled with Shaw PBR management.

## Time Commitment and Scheduling

Volunteer commitment and ideas are essential to our success - whether working with the dogs at the rescue or volunteering at an event. Events are designed to promote adoptions, encourage much needed donations, and provide information to the public about our organization.

Volunteer hours are flexible, we just ask that you schedule the time at least two days in advance so that we can adjust our schedules and needs accordingly.

Once you have agreed and committed to be available for a particular shift or rescue sponsored event, we count on you to be there. In the event that you are unable to show up for the shift or event, please contact management as soon as possible.

If you are hurt, under the weather, or otherwise unable to focus, etc - find something away from the kennel area; or use that time to research, etc. Remember, this is a volunteer 'position' and you do not have to stay if you don't feel well or aren't up to it.

## Dress Code at the Rescue

We suggest that you wear non-skid shoes and comfortable clothing that you don't mind if it gets dirty, torn, wet, or damaged.

We strongly recommend that you do NOT wear hoop earrings and long necklaces, as these can be caught by paws, causing damage or injury to you or the dog that you are handling.

## Accident Prevention and Safety

Shaw PBR strives to provide a clean, safe, healthful, and hazard-free workplace. Accidents do happen, but with training, forethought, attention to detail, and personal responsibility for keeping areas hazard free, we can greatly reduce the number of accidents in our rescue.

Accident prevention is everyone's job. If you see a safety hazard such as spilled food, containers left open, tools left out, or dogs behaving in an aggressive or unusual manner, please report them immediately.

## Accident Reporting

If you are injured in any way by one of our animals, please let rescue management know immediately so we can attend to your injury.

## Off-Limit Areas

Certain areas of the rescue are off-limits to volunteers unless specifically authorized to enter. These include any isolation kennels, the intake building (house) and personnel offices.

There will also be instances where management is in the process taking 'professional' photos of the dogs, and minimal involvement is required, as the dogs are easily distracted. When this happens, a "Session in Progress" sign will be hung on the office door.

## Conflict Resolution and Communication

We believe that the best way to handle any misunderstanding or concern related to the rescue, its volunteers, or operation is to communicate open and honestly about it as soon as it happens. That is why we have an open door policy for bringing volunteer concerns to the attention of the people who can best do something about them. We stress that no member of management at Shaw PBR is too busy to answer questions or address any problems or concerns. If you have a question or concern, we ask that you make every effort to address them with us immediately so we can answer your concern and take appropriate and timely action if necessary.

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## SAFETY, DISEASE & PREVENTION

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When management is working with a 'questionable' dog, we will make every effort to notify volunteers. This requires privacy, so do not enter the area unless instructed to do so by management. Try to be mindful and respectful of those working with the dogs. A door hanger will be hung on the office door.

### Signs of Illness

If a rescue animal shows any of the following symptoms, immediately notify Management.

- Diarrhea
- Ocular (eye) discharge
- Sneezing or coughing
- Lethargy
- Abnormal gait or muscle control
- Vomiting
- Nasal discharge
- Loss of appetite
- Dehydration
- Excessive salivation

### Steps we take for disease prevention

- Vaccination
- Isolation of infected animals
- Proper ventilation and fresh air
- Proper sanitation
- Minimization of overcrowding
- Elimination of internal and external parasites

### Disease & Prevention

Zoonotic diseases are diseases that humans contract from animals. The most effective means of preventing zoonosis is to:

- Wash your hands frequently with antibacterial soap, especially after handling any animal and prior to eating or drinking.
- Wear gloves when handling the dogs, or cleaning kennels areas.
- Immediately disinfect scratches and bite wounds.
- Let your physician know that you work closely with rescue dogs.

Some of the illnesses that humans can catch from dogs include Ringworm, External Parasites (lice, mites, fleas), Leptospirosis, Lyme Disease, Nematode (worm) Infections, Rabies, and Salmonellosis (Salmonella). You should not let this list alarm you, as our adopt-a-bulls are vaccinated and treated upon arrival to Shaw PBR. However, please keep in mind that a rescue facility is an environment where these organisms can exist.

Just as you can catch illnesses from dogs, you can also unknowingly carry illnesses home to your pets. The most effective means of preventing the spread of illness to your pets (or from your pets to our adopt-a-bulls) is to:

- Make sure that your own animals have all of their vaccinations up-to-date.
- Let your veterinarian know that you work with rescue dogs.
- Change your rescue clothes before socializing with your animals at home, and vice versa.
- Check the soles of your shoes before leaving the rescue to ensure you are not tracking feces into your car and home. Even better, designate a pair of shoes to be your “rescue shoes” and take them off before entering your home.

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## VOLUNTEER OPPORTUNITIES

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### Sponsors

Sponsors are special volunteers who may not be able to adopt a certain dog, but go the distance to see that animal is well cared for. Sponsors visit our dogs, help pay for vet bills, and often bring treats and toys to the rescue. Shaw PBR dogs thrive under the wings of these special people.

### Dog Care

This position involves working with the dogs in our rescue. It involves maintaining the well-being of the dogs by cleaning kennels, washing bowls, stocking supplies, giving treats and toys, grooming, etc. You must be 13 years or older or have an adult present.

### Dog Walker/Trainer

**PLEASE NOTE:** Dogs can only be walked in the designated play yard.

Regular exercise is important for both humans and animals. It provides each dog at our rescue the opportunity to get out and stretch its legs, play and obtain a bit of training. Walkers may volunteer any-time during rescue business hours. By donating even a half hour once or twice a week, you can help make the stay of a rescue dog more enjoyable until a new home can be found. For safety reasons, dog walkers must be at least 18 years old or have an adult present.

- Leashes are available in the office.
- Leashes should be placed on the dog while the dog is inside the kennel. Never have a dog come out of its kennel to place a leash on it.
- Ask for help if you are having difficulty getting a dog out of its kennel or handling the dog. Shaw PBR management or qualified volunteers are the only people that are allowed to take dogs out of their kennels.
- Be sure to close AND secure all gates and doors as soon as you are through them, including dog kennels and outside gates. If you are having difficulty securing a door or gate please ask for assistance.
- Dogs can be walked only in the designated play yard - NO EXCEPTIONS
- All dogs are to ALWAYS be walked with appropriately fitting collars.
- Dogs may be let off-leash in the play yard unless otherwise instructed.
- Dogs in the play yard must be supervised at all times.
- NEVER put two dogs together unless instructed by management.
- Please remember to pick up any waste in play area.

- Please notify management immediately of any medical or behavioral problems.
- If you work with a particular dog on behavior training, let management know how the dog is responding. We like to be updated on the progress, and potential adopters will appreciate it too.

## Building and Grounds

Keeping Shaw PBR's facility looking clean and neat for the public is very important. Disinfecting and cleaning kennels; washing dog houses, water buckets and food bowls; and landscaping are just a few of the many projects at the rescue.

## Handyman

We have an endless list of items that are in need of repair. If you are a "handy" person who enjoys tinkering with all sorts of projects, there are many ways to help.

## Public Relations Outreach

These volunteers attend community and pet events, and many other off-site functions. Often, Shaw PBR has an information booth/table to help promote the rescue.

## Fundraising and Public Relations

Raising funds and creating awareness is critical, especially in these hard economic times. Volunteers may assist with the following:

- Help plan and coordinate one of our special fundraisers.
- Distribute Shaw PBR literature.
- Assist with mailings and computer work.
- Help identify prospective donors and volunteers.

## Writers

One of the most integral tools to help get a dog adopted is a good adoption bio. We are always looking for new and exciting ways to promote our adopt-a-bulls, so if you are a writer, please consider helping us.

*"Dogs may come and go, but never forget the good you do for those dogs who may not have otherwise gotten love, attention and exercise. You do make a difference!"*

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## DOG HANDLING & CARE

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Every volunteer in the rescue will be exposed to dogs and may have to handle a dog at some time. It is important that you know how to handle dogs safely.

While some of the dogs that come to our rescue will be happy-go-lucky and easy to manage, some will not. Some may be terrified by their new surroundings, in pain from injuries or illness, or have issues from human abuse. All of these issues can cause a dog to react negatively to you. Many times they are not noticeable until you actually place your hands on the dog. We ask that you approach every dog with caution and be aware that a dog's reaction to you can change in an instant.

## Approaching Dogs

Dog bites do happen. As a volunteer in an animal rescue, you are at risk of being bitten. Volunteers should take every precaution to avoid and prevent dog bites. Here are some precautions to use:

- Ask any questions about the dogs personality and cautions if you are not sure or are uncomfortable with a dog.
- Do NOT handle any dog that you feel may be a threat to you or others, and bring your concerns to management.
- Be sure to acknowledge a dog before approaching or entering the kennel.
- Approach dogs slowly, calmly, and use a soothing voice; try not to tower over the dog.
- Ask or call for help if you feel you are at risk.
- Keep in mind that some dogs give no signs of aggression before they bite.
- If a dog is giving "unwelcoming" signals (stiff body or trembling, cowering, head low, a hard stare or wide eyes, growling, lunging, showing teeth, etc.) immediately stop what you are doing and back away
- Do NOT turn your back on an angry dog; back away from them slowly instead.
- Keep all dogs on a leash or confined to a specific area.
- If possible, do not walk dogs past each other if you are unsure of their reaction.
- If you think a dog is going to bite, try to put something between you and the dog, such as a chair, fence, or even a jacket.
- Should a dogfight start while you are handling a dog, seek help immediately. Do NOT attempt to break up a fight.

If a dog doesn't care for you, don't push it - it will only make it worse. NEVER pet a dog that does not seek out affection. NO PUSHING LIMITS - unless instructed to do so by MANAGEMENT. In most cases, this does more harm than good - not only to the dog - but to the person. A fearful dog may decide being aggressive is the better option.

## Bites

Preventing bites is not only important to your health and well-being, but to the dog's as well. There is a difference between play-biting and aggressive biting. Even so, every dog bite must be reported to management as soon as it occurs; so it is in everyone's best interest to avoid bites altogether. If you are bitten while volunteering at the rescue, immediately secure the dog in the nearest empty kennel or room. Wash the wound completely and thoroughly with antibacterial soap for at least five full minutes. If there is bleeding apply pressure to the wound. You will be asked to describe the circumstance of the bite, and depending on the severity of the bite, you may be directed to see your doctor or go to the nearest medical clinic or emergency room. Management will evaluate the dog and situation to determine if further steps or actions need to be taken.

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## IMPORTANT THINGS TO REMEMBER

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BE ALERT - 100% of the time, 24/7/365. Pay attention to what you are doing; what others are doing; what dogs are doing; etc.

KEEP DOORS/GATES/KENNELS SHUT. Especially if the A/C or heater is on. If the door needs to be open; turn A/C or heater off. Make sure no other gates are open before opening kennels/doors/etc.

No one under 12 should be unsupervised; no one in the adoption room without permission.

Make sure dogs can not reach each other when walking on a leash - including coming from or returning to kennels

BE RESPONSIBLE; LEARN; RESPECT EACH OTHER - the dogs feed off of our energy. If we are angry or defensive, they pick up on it

BE MINDFUL OF RESCUE EQUIPMENT; PICK UP AFTER YOURSELF; there are designated areas for open cups, etc. Do not leave open food containers anywhere. Put all tools away after use.

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## FREQUENTLY ASKED QUESTIONS

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*It is very important that you familiarize yourself with our "Before You Call FAQ", "What Shaw PBR Can Do", and "What Shaw PBR Can Not Do" portions of our website*

How is Shaw PBR financially supported?  
Fundraising, merchandise sales, and donations

Why Do I Need to Sign a Volunteer Release and Waiver?

Our Volunteers are vital to our operation. It is, through your help, that we are able to rescue, rehabilitate and adopt homeless and unwanted pit bull dogs. The handbook is designed to prepare volunteers for proper handling, hygiene and safety precautions, when in our rescue or at offsite events. In order to protect our organization and our rescued animals, we ask that you sign a volunteer release and waiver. Although every attempt will be made to ensure your safety, animals (particularly rescued animals) are by their nature unpredictable in behavior. For this reason, safety is everyone's responsibility and we count on our volunteers to perform their work responsibly and by adhering to the rescue guidelines and policies.

What is Your Euthanasia Policy?

Dogs in our rescue are only euthanized if they are too sick to be treated or exhibit aggressive behavior that cannot be rehabilitated. We do not use euthanasia as a means of population control.

Why is it So Important to Spay and Neuter?

It is estimated that between 6 to 8 million American pets are euthanized each year due to over population. One pair of breeding dogs, with all their offspring, can produce 67,000 puppies in only seven years. Preventing unwanted births will stop the number of deaths.

Where Do the Dogs Come From?

As a rule, we do not take owner surrenders. However, we will decide on those on a case by case basis. The majority of our adopt-a-bulls were homeless, abused, or from hoarding/dog fighting cases.

How Do You Decide Which Dogs to Take In?

The intake of a dog is determined, not only by space availability, but impending danger they may be facing. We are presented with dozens of situations of dogs needing rescue on a daily basis, but the final decision on which animals will be taken in is determined by upper management.



## Can I Refer Someone to You if They Find a Stray Dog or a Dog in Need?

Yes, although we may not be able to take in every dog that needs rescue, we may know of someone who has lost their dog. Please familiarize yourself with our "Found Dog Procedures" on our website: <http://www.shawpitbullrescue.com/found-dog-procedures/>

## What is Your Intake Process?

Upon arrival to our rescue, a dog is evaluated and treated for fleas, worms, and other parasites; and vaccinated with an annual booster. Medical needs are then reviewed. We also evaluate behavior and other issues, generally over a period of time.

## What is Your Adoption Process?

We first require a pre-adoption questionnaire be completed via our website. Once all information is verified, a phone or in person interview is conducted. If the interview is successful, we schedule a rescue visit with the family and any existing pets. We then try to match the dog with the family. It's all up to the dogs at this point.

## How Much Are Shaw PBR Adoption Fees?

In an ongoing effort to bring pets and families together, our adoption fee is only \$100 per dog. All dogs have been spayed or neutered; are up-to-date on all vaccinations, including rabies; are on heart worm preventive; have been micro chipped; and come with FREE 30 Days of Pet Insurance.

## Do You Have A Foster Program?

No. All dogs that come to us remain at our facility in our personal care so that we can better monitor their health and answer any questions potential owners may have regarding behavior, etc.

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## Contact Information

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Office: 368 Old New Hope Road • Columbus, MS 39702  
Phone: 662.386.SHAW (7429) - Lesley 662.386.9153 - Kenneth  
662.386.1012 - Aimee  
Email: shawpitbullrescue@gmail.com aimee@shawpbr.org  
lesley@shawpbr.org kenneth@shawpbr.org  
bertha@shawpbr.org  
Websites: shawpbr.org whatisabaitdog.org  
Social Media:  
facebook.com/ShawPBR twitter.com/ShawPBR  
instagram.com/shawpbr shawpbr.tumblr.com  
pinterest.com/shawpbr linkedin.com @ShawPBR  
youtube.com/channel - @ShawPBR  
plus.google.com/+ShawpitbullrescueAdopt/posts  
Facebook Volunteer Group: facebook.com/groups/1639745726290893

**Please check our website for scheduled events: [shawpitbullrescue.com/upcoming-events/](http://shawpitbullrescue.com/upcoming-events/)**

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# VOLUNTEER CODE OF CONDUCT

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As constituents of a nonprofit, volunteers should reflect the diversity in the global membership and should take into account regional representation, professional interest area, and work place setting. The spirit of this document attempts to uphold Shaw PBR's Core Values of: passion for mission and vision; integrity; accountability and trust; treating people with respect and dignity; diversity; neutrality; and social responsibility.

Volunteers shall at all times abide by and conform to the following Code of Conduct in their capacity as a Shaw PBR volunteer:

## General Expectations

Volunteers shall make decisions in the best interests of the organization.

Volunteers shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for fellow volunteers, stakeholders, and management, and shall model the best in volunteer behavior.

Volunteers shall know, understand, and support Shaw PBR's mission, vision, core values, purpose and goals and become familiar with and follow Shaw PBR policies, procedures, guidelines, and the Volunteer Code of Conduct while acting on behalf of Shaw PBR.

Volunteers shall not discriminate and shall be respectful of ethnic, national, and cultural differences.

Volunteers shall use Shaw PBR's marks, insignia, name, logos, and trade dress (collectively, "Shaw PBR Marks") in compliance with guidelines issued by Shaw PBR from time to time.

Volunteers shall at all times obey all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the work place while acting on behalf of Shaw PBR.

## Meetings and Communication

While acting on behalf of Shaw PBR, professional behavior and respectful discourse shall be required of volunteers. Disruptive or inappropriate behavior toward other volunteers, stakeholders or staff is unacceptable.

Only information deemed for public knowledge may be shared or discussed outside Shaw PBR, unless specifically authorized to do so by the Board of Directors and/or the President. No volunteer shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information

related to the affairs of Shaw PBR, and each volunteer will uphold the strict confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of Shaw PBR information or documents shall be directed to the appropriate staff person or Board member.

Volunteers are not permitted to speak on behalf of Shaw PBR or the Board to external parties, such as the media or other interested parties unless specifically asked to do so by the Board and/or the President.

All contractual agreements are the responsibility of the Shaw PBR office. Volunteers will not make such commitments on behalf of the Shaw PBR, except in accordance with established Shaw PBR policies.

All Shaw PBR correspondence, regardless of the medium, is a reflection on the organization. E-mail communications shall follow the same professional standards as verbal communication. E-mails may be considered legal documents and, therefore, caution shall be exercised when recording written opinions and statements pertaining to the role of the volunteer in Shaw PBR. The use of the "blind copy" function is strongly discouraged when conducting official Shaw PBR business.

Volunteers shall support Shaw PBR to other volunteers, members, and stakeholders. Inappropriate communication by email or in any public forum about Shaw PBR, its volunteers, staff, stakeholders, policies, procedures or guidelines is not acceptable. Issues regarding Shaw PBR shall be taken up in private with the appropriate Shaw PBR staff member.

### Relationship with Other Volunteers, Stakeholders and Staff

Volunteers shall understand the scope of their authority and exercise good judgment in their dealings with other volunteers, stakeholders, staff, donors and the general public and shall respond to all constituents and the needs of the organization's members in a responsible, respectful and professional manner.

Volunteers shall not request special or personal favors or extensive information from other volunteers, stakeholders, or staff, without prior consultation and agreement of the Board.

Shaw PBR events are professional gatherings and therefore appropriate behaviors are expected. Volunteers shall adhere to Shaw PBR policies, procedures, guidelines, and the Volunteer Code of Conduct in all interactions with other volunteers, stakeholders, staff, donors, and other constituents.

### Avoiding Conflict of Interest

No volunteer will use any information provided by the organization or acquired as a consequence of the volunteer's service to the organization in any manner other than in furtherance of his or her

volunteer duties. Furthermore, volunteers will not misuse Shaw PBR property or resources and will at all times keep the organization's property secure and not allow any person not authorized by Shaw PBR access to such property.

Volunteers shall not persuade or attempt to persuade any member, donor, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with Shaw PBR to terminate, curtail or not enter into its relationship to or with Shaw PBR, or in any way to reduce the monetary or other benefits to Shaw PBR of such relationship.

Volunteers are expected to act at all times in the best interest of Shaw PBR and not for personal or third-party gain or financial enrichment. When encountering potential conflict of interest, volunteers will identify the conflict and report it to the Board of Directors who may ask them to remove themselves from all discussions and voting on the matter.

## Confidential Communication

Upon termination of service, volunteers will promptly return to Shaw PBR all documents, electronic and hard files, reference materials, and other property not already on file in the Shaw PBR office. Such return will not abrogate him or her from the continuing obligations of confidentiality with respect to the information acquired as a consequence of his or her tenure.

## Violations of the Code of Conduct

Shaw PBR staff shall resolve any issues with volunteers in a professional manner.

Volunteers violating the Code of Conduct may be asked to resign their volunteer position and may be requested to discontinue future volunteer roles. The Board of Directors will determine if this action is necessary and will notify the volunteer.

Volunteers who have been removed from a volunteer position have 30 days to appeal the decision to the Board which will review the situation and respond within 30 days of the request for appeal. All decisions of the Board are final.

# Volunteer Time Sheet

This form is to be used by Shaw Pit Bull Rescue volunteers that need to keep track of their volunteer hours. This form is to be used on a monthly basis. It is the responsibility of the volunteer to seek approval from a Shaw PBR representative if a signature is needed.

Volunteer Service Log for the month of: \_\_\_\_\_

Name: \_\_\_\_\_

Group (if any): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

DATE:	VOLUNTEER LOCATION / DESCRIPTION	TOTAL HOURS	EVENT LEAD INITIALS
Month End Total	Hours of Service:	Date:	

\_\_\_\_\_  
VOLUNTEER

\_\_\_\_\_  
SHAW PBR REPRESENTATIVE

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## Tell Us About Your Experience!

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Shaw PBR is committed to making your time with our rescue a very rewarding experience. We are devoted to continuously improving our volunteer program. Please use the form below to leave comments about your experience and our organization.

We appreciate your feedback!

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please rate your experience:

	Excellent	Good	Average	Bad
My volunteer duties and tasks were clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer shifts were organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was given direction and support by Shaw PBR leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I learned more about rescuing dogs and the duty to which I was assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I received recognition by Shaw PBR management for my volunteer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, rate your volunteer experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What did you like about volunteering with Shaw PBR? \_\_\_\_\_

\_\_\_\_\_

What did you dislike about volunteering with Shaw PBR? \_\_\_\_\_

\_\_\_\_\_

What can we do to improve the volunteer experience? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you recommend volunteering with Shaw PBR to a friend or family member? \_\_\_\_\_

\_\_\_\_\_

You can return this form to Shaw PBR via email at [aimée@shawpbr.org](mailto:aimée@shawpbr.org) or mail to: Shaw PBR • 368 Old New Hope Road • Columbus, MS 39702