

**Volunteer Operating Policies, Procedures and Guidelines**

- No persons under the age of 16 may volunteer at the facility.
- All volunteers must complete and sign the FF volunteer application/release (as well as this document) prior to being on the property and handling animals.
- All volunteers working directly with animals must be physically able to handle and control dogs weighing up to 75 pounds.
- **NEW ADULT/MINOR VOLUNTEERS MUST CALL IN ADVANCE TO SCHEDULE AN ORIENTATION WITH BETSY FICARRO 910-315-9569 OR EMAIL ADOPT4LEGGEDS@AOL.COM. LOCATION/DIRECTIONS/ATTIRE REQUIREMENTS WILL BE ADDRESSED WHEN THE ORIENTATION IS SCHEDULED. MINORS (UNDER 18) ARE REQUIRED TO BRING A PARENT/GUARDIAN FOR THE ORIENTATION – NO EXCEPTIONS.**
- Volunteers shall park their vehicles in the assigned designated areas.
- All FF volunteers must enter through the rear gates and sign in and out of the FF Volunteer Book. Please adhere to FF operational hours (7:00 AM – 5:00 PM daily) and avoid all restricted areas.
- Volunteers must not congregate or loiter in the SLK office, reception areas, and front entrance at any time nor interfere in any way with the SLK business clientele.
- Volunteers are never to use or operate any SLK office or kennel equipment without permission. Volunteers are asked to refrain from calling the SLK kennel phone number unless it is business related for boarding purposes. Please call Betsy 910-315-9569.
- Volunteers are requested to leave all personal belongings either at home or locked in their cars. Keys and phones are to be kept in the office area. Numerous phone calls incoming or outgoing and/or texting is prohibited while volunteering. Please feel free to capture photos and share with family and friends after your shift is over.
- All dogs must enter and exit through the rear exterior gates and never through the building with the rare exception for bathing.
- **FF volunteers are never to enter non-FF kennels within the SLK boarding facility nor handle any client animal.**
- **Only authorized volunteers are permitted in the FF kennels.**
- **Guests must be approved in advance by Betsy Ficarro**
- Volunteers are to dress appropriately/thigh areas always covered and wear closed toe shoes with good traction.
- Volunteers shall not introduce group play among animals. Professional trainers will be brought in for assessments and must be present when group play is in session.
- Volunteers must report any bites, cuts or injuries during their volunteer shift.
- Dogs are never to be left in their kennels with collars and/or harnesses on (safety purposes).
- Leashes, collars and ID tags are required on all animals prior to leaving the premises (walks, outside events etc)
- No medications (prescription or homeopathic – topical or oral) can be given to any animal without the owner's consent.
- **Volunteers are required to secure all exterior gates and kennel latches with clip pins in place AT ALL TIMES.**
- All waste must be picked up daily and disposed of properly on FF property as well as all off site areas.

The primary purpose of The Farley Foundation is to provide temporary and transitional living space for animals identified for rescue and adoption; The Farley Foundation is **not** operating an “animal shelter.”