

## General Guidelines

Thank you for your interest in serving your community service hours at Larimer Humane Society. Individuals seeking to fulfill community service requirements do not participate in our on-going volunteer program; they complete projects and tasks that do not involve any contact with the animals or the clients at the shelter.

Community Service Volunteers must read the guidelines, complete the information profile and sign the code of conduct/waiver in order to get started. You can download the packet from our website, complete it and bring it with you. Please note that Larimer Humane Society reserves the right to refuse a Community Service volunteer for any reason.

- At Larimer Humane Society community service is defined as a one time or short term volunteer commitment.
- Community Service Volunteers must be 18 years of age or older.
- Community service sign-in times are 9 a.m. and 1 p.m. Community service shifts are over at 5 p.m. each day. Larimer Humane Society reserves the right to turn away any volunteers who do not show up on time and to ask volunteers to leave early if there is not enough work available.
- There is a limit of 3 Community Service Volunteers per shift and shifts are filled on a first-come first-serve basis.
- We are unable to schedule individual community service time. You do not need to call ahead to schedule community service.
- All Community Service Volunteers should park at the top of the hill at the end of Kyle Avenue; proceed to the employee door located on the east side of the shelter building, ring the doorbell, and wait for a shelter staff member.
- You will be required to complete an information profile and code of conduct/waiver and then you will be given instructions for the duties available. Duties may include laundry, dishes, sorting donations, cleaning and more. NO animal handling is allowed.

### Dress Protocol

- To prevent slipping, exposure to harsh cleaning chemicals, and injuries all Community Service Volunteers must wear flat, enclosed rubber-sole shoes at all times.
- All Community Service Volunteers need to wear a community service volunteer nametag
- Community Service Volunteers may not wear: Thong sandals, flip-flops, or any shoe with an open toe, torn, tattered, bleach-stained clothing, cut-off shorts, T-shirts with a controversial or offensive message, halter tops, back-less shirts, half-shirts, muscle shirts, tank tops, dangling earrings or other jewelry that may interfere with volunteer duties.