

Community Service Volunteer General Guidelines

Thank you for your interest in serving your mandated community service hours at Larimer Humane Society. At Larimer Humane Society, community service is defined as a one time or short-term volunteer commitment. Individuals seeking to fulfill community service requirements do not participate in the volunteer program; they will complete projects that do not involve any contact with the animals or the clients at the shelter. All Community Service Volunteers must be 18 years of age or older. No partner-up groups are allowed for mandated service. Please note that Larimer Humane Society reserves the right to refuse a Community Service Volunteer at any time for any reason.

Court-ordered Community Service Volunteers must read the steps and guidelines below to get started with community service volunteering. If you have any additional questions after reading over the guidelines, please email acsupervisors@larimerhumane.org or call 970.226.3647 ext. 334.

New Volunteers

- If you are a first-time Community Service Volunteer with Larimer Humane Society, you will need to sign up for a shift online through **SignUp**. (Valid email address and phone number required)
- Shifts are Sunday – Saturday at 9:30 or 2 p.m.
 - You must sign-up for a shift by 4 pm the day before the scheduled shift.
 - **Please note:** If you sign up for a shift and do not show up for your scheduled shift you will not be accepted for any future community service shifts.
- Once a new Community Service Volunteer has signed up online for a shift, they should do the following:
 - Download, print, and fill out the **Mandated Community Service Profile** and bring with you to your first shift.
 - All Community Service Volunteers must park in the southwest portion of the parking lot; proceed to the INTAKE LOBBY door located on the east side of the shelter building and check in with a Client Services staff member.
 - **Please note:** a Community Service Volunteer should not show up more than 5 minutes before your scheduled shift and WILL NOT be accepted if late.
 - Community Services Volunteers will be checked in by a staff member and will be given first-day instructions and information on future shifts.

Continuing Volunteers

- If you are a continuing Community Service Volunteer with Larimer Humane Society, you can sign up for any shift Sunday-Saturday at 9:30 a.m. or 2 p.m.
 - You must sign up for a shift online through **SignUp**. (Valid email address and phone number required)
 - You must sign-up for a shift by 4pm the day before the scheduled shift.

- **Please note:** If you sign up for a shift and do not show up for your scheduled shift you will not be accepted for any future community service shifts.

Dress Protocol

- To prevent slipping, exposure to harsh cleaning chemicals, and injuries, we require that all Community Service Volunteers wear flat, enclosed rubber-sole shoes at all times.
- All Community Service Volunteers must wear a nametag at all times during a shift.
- Community Service Volunteers must wear full-length pants and appropriate tops
- Clothing that is NOT allowed:
 - Flip flops, sandals, or any open toe shoes
 - Tattered or stained clothing
 - Shorts, capris
 - Half or belly shirts
 - Tank tops, muscle shirts
 - Dangling earrings/necklaces/jewelry
 - Controversial and offensive messaging
 - Any other items of clothing that may interfere with volunteer duties
 - **Please note:** A Community Service Volunteer will be turned away at any time if the appropriate clothing is not worn

Elective (Not Court-Ordered) Community Service

Elective Community Service is available on a limited basis to individuals at least 18 years old and MUST be pre-scheduled. Volunteers must read the guidelines, complete an information profile and sign the code of conduct/waiver in order to get started. Larimer Humane Society reserves the right to refuse a Community Service volunteer for any reason. Please contact (970) 226-3647 ext. 146 or volunteer@larimerhumane.org for questions about elective community service.

[DOWNLOAD THE ELECTIVE SERVICE PACKET HERE](#)

Guidelines

- At Larimer Humane Society community service is defined as a one time or short-term volunteer commitment.
- Elective Community Service Volunteers must be 18 years of age or older. Individuals under 18 years old (even if they have an adult guardian to accompany them) are not permitted to complete community service due to safety and liability reasons.
- Unlike Court-Ordered community service, Elective community service time must be scheduled in advance.
- Larimer Humane Society reserves the right to turn away any community service helpers who do not show up on time and to ask helpers to leave early if there is not enough work available.
- There is a limit of three (3) Community Service Volunteers per shift and shifts are filled on a first-come-first-serve basis.

- All Community Service Volunteers should park in the southwest area of the parking lot; proceed to the Intake Lobby and wait for a shelter staff member to help you.
- 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, closed-toe rubber-soled shoes at all times.
- All Community Service Volunteers need to wear full-length pants and an appropriate top.
- All Community Service Volunteers need to wear a Community Service Volunteer nametag.
- All Community Service Volunteers may not wear: shorts, skirts, capris, thong sandals, flip-flops, or any shoe with an open toe, torn, tattered, bleach-stained clothing, T-shirts with a controversial or offensive message, halter tops, backless shirts, half-shirts, muscle shirts, tank tops, dangling earrings or other jewelry that may interfere with volunteer duties.