



Southern Pines Animal Shelter  
1901 North 31<sup>st</sup> Avenue  
Hattiesburg, MS 39401- 1221  
601.544.6632  
[www.southernpinesanimalshelter.org](http://www.southernpinesanimalshelter.org)

## Rules to Volunteer By

1. Puppies under 6 months must NEVER touch the ground anywhere on this property for disease control purposes.
2. Upon arrival, sign in at the front desk and check in with the Volunteer Coordinator (when on duty). If Coordinator is not on duty, choose a task from the volunteer board or ask a staff member what our current needs are. Only approved volunteer tasks will gain you school or community service required hours.
3. Volunteers are responsible for completing their time sheet. If you need to document your volunteer time for school or any other agency, it is recommended you keep a duplicate timesheet for your records. If you need to obtain a letter of verification or other documentation of your volunteer work, please give the Volunteer Coordinator a minimum of one-week notice to process this request.
4. For infectious disease control purposes, please wash hands regularly and never enter animal areas you have not been asked to enter, such as, the temporary holding room, and individual dog kennels. Animal shelter life is stressful and can make them more susceptible to illness. Cats especially are prone to upper respiratory infection, which is highly contagious and easily transmitted through the air (sneezing), by direct contact from one cat to another, or by a person's hands after they have come into contact with an infected cat. Please wash or sanitize your hands thoroughly after handling each animal and follow the disinfection process guidelines at all times. If you have pets at home, you should not let them come into contact with your work clothes until they have been laundered.
5. Please report the following to your immediate supervisor immediately:
  - Dog or cat fights
  - Signs of animal illness (sneezing, coughing, runny nose/eyes, lethargy)
  - Injuries you sustain during your volunteer shift (bites, scratches, sprains)
  - Any incident witnessed you feel is inconsistent with SPAS policies, procedures or professional standards)
6. Always check kennel cards and name tags to ensure you are handling the proper animal. If an animal has no kennel card, check with a staff member before handling. If the dog or cat listed we have asked you to walk, bathe, or etc does not match the kennel card, please ask a staff member to direct you to proper animal, or, skip to next animal on your list.
7. Only dogs from approved walk list may be walked by volunteers, and only the leashes in the volunteer area may be used.