

# Hallie Hill Animal Sanctuary General Volunteer Info

**Thank you so much for offering to donate your time to help the animals of Hallie Hill Animal Sanctuary! We are so excited to have you joining us in our mission to provide short or long-term care for these many animals who need a second chance at a better life.**

**Whether you decide to work with cats or dogs, or help with other tasks around the facility, there are a few things everyone should know.**

- Volunteers must be at least 18 years old.
  - Please do not bring guests with you to your volunteer shift. If you'd like to bring a friend or family member to the sanctuary, you must have prior approval from Jennifer or Michele.
  - Do not bring your personal pets to the sanctuary.
  - Please leave valuables at home or locked in your car during your shift.
  - Appropriate attire for volunteering is anything that can get dirty, ripped or stained. Sturdy, closed toed shoes and long pants are preferred. If working in the dog enclosures, work boots or muck boots are best. No hanging or valuable jewelry, please. If interested, Hallie Hill merchandise is available through our website under the, "How to Help/Merchandise tabs."
  - If you'd like to work with our dogs in their outside enclosures (mucking, hand cleaning food and water bowls), you will schedule your three training shifts through Michele via text (518-810-9873) or email ([michele@halliehill.com](mailto:michele@halliehill.com)). All other volunteer shifts can be scheduled through our "DonorView" computer program. You will find the links to sign up on our website, [halliehill.com](http://halliehill.com), at the very bottom of the home page under, "Volunteer Resources." You will need to put in a password to access the page, the password is, "catsdogs." When signing up for something you've never done before, please text or email Michele with the task, time and day you signed up, to ensure we have someone available to train you.
  - When arriving for your shift, please sign in at the kiosk located in the Hub lobby. Please sign out as well, when you have completed your shift. You will sign in with a "contact ID #" that will be assigned to you.
  - All volunteers are required to wear a visible name tag (with an emergency contact on the back). Name tags are kept in the volunteer area of the tack room in the barn. For volunteers working with dogs, you will also be required to carry a radio, they are also located in the tack room.
  - Please read and respect all signage that is posted.
  - When opening any doors or gates, before entering a space, please ensure it is safe to do so. Please close any doors or gates that you open.
  - Be aware of your surroundings! It is easy to be tripped by a dog or cat, tree roots or holes. Watch out for the roof overhangs on the dog cabins (many are at the perfect height to hit your head!), as well as the electric that runs across many enclosure fronts.
  - Please report any injuries to Hallie Hill management.
- Please understand, the animals at the sanctuary are not personal pets. How you interact with your own pets may make the sanctuary pets uncomfortable or defensive.
  - Please refrain from hugging or kissing the animals.
  - Do not grab collars to lead or hold back a dog.
  - Do not chase or corner any animal. Dogs and cats can become defensive if restrained or if they feel trapped. Allow them to come to you if they choose to; if not, please respect their choice.