**Mayfield/Graves County**

**Animal Shelter**

**Volunteer Handbook**

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**Contact Information**

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Mayfield, KY 42066

(270) 251-0130

[www.mayfieldshelter.com](http://www.mayfieldshelter.com)

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**Hours of Operation**
*Adoption Hours:*

***Sunday – Monday CLOSED***

Tuesday – Friday 12:00 Noon – 5:00PM

 Saturday 12:00 Noon – 4:00PM

**Mission Statement**

Our major concern continues to be the large number of unwanted animals in our city and county. We are often asked if we are a no kill shelter and the answer is always "No, but we would love to be". The truth is that there are simply more animals than there are homes for them. We grieve for each and every animal that is euthanized in our shelter. Until pet owners take the responsibility to insure that animals do not continue to produce unwanted litters of puppies and kittens, the number of animals will continue to grow much faster than the number of homes available for them. We urge all pet owners to spay or neuter your pets, and if you are looking for a pet for your family, please consider saving one from a shelter.

**Key Staff for Volunteer Services**

***CURRENTLY OPEN***

**MGCAS Services**

* ***Adoptions-*** The Mayfield/Graves County Animal Shelter takes in around 2,500 animals from Graves County every year. Our cat and kitten adoptions are $110, dog adoptions are $125, and puppies under 22 weeks are $200. Each requires the completion of an adoption application and a brief interview from one of our paid staff members. All animals leave our facility fully vaccinated, spayed/neutered, and micro-chipped.

***\*\*BULLY BREED ADOPTIONS NEED BOARD APPROVAL\*\****

* ***Humane Education-*** The humane education program teaches children and adults about people and pets throughout the entire Graves County area. The topics of our education process includes: responsible pet ownership, pet needs, safety for and around animals, and pet overpopulations. **Tours of our facility by schools and special groups are available by appointment.**
* ***Special Events-*** MGCAS has a very solid foundation in the Mayfield community and we strive to hold many local events at which we hand out educational materials, and promote responsible pet ownership.
* ***Fundraisers-*** Because MGCAS receives no government funding, we rely on donations from members of the community to support our programs. Our largest fundraiser is our annual Chili Cook-off & Auction.

**Volunteer Policies and Procedures**

The Mayfield/Graves County Animal Shelter relies on volunteer support in almost every aspect of our operations. From walking dogs to socializing cats to fundraising. Volunteers are an integral part of our shelter.

**Age Requirement:**

Due to liability concerns, all volunteers at the Mayfield/Graves County Animal Shelter under the age of sixteen (16) must be accompanied by a parent/guardian at all times while volunteering on the grounds. Volunteers sixteen (16) and over are allowed to volunteer on their own during regular business hours. All volunteers, and accompanying parents/guardians need to be present during any training sessions as well.

**Dress Code:**

All volunteers must follow the dress code while working at the shelter and at any event where you will have direct contact with animals. The dress code is as follows:

 -Long pants or pants that fall below the knee

 -Closed-toe shoes

 -T-shirt or long-sleeved length shirt

 -No Jewelry, including facial jewelry

**Commitment:**

We have a variety of programs with various commitment levels. We encourage all volunteers to commit to a regular schedule (i.e. once a week, every other Friday, etc.) but welcome any time you can commit.

**Visitors and Personal Guests:**

Only MGCAS approved volunteers may handle animals at the Shelter. Any guests wishing to shadow a volunteer must be pre-approved by the Volunteer Services Coordinator and will not be able to interact with the animals. No children are allowed to be unsupervised while at the shelter.

**Bite/Scratch Reporting:**

It is the policy of the Mayfield/Graves County Animal Shelter that all bites or scratches that break the skin, whether intentional or not, must be reported immediately upon injury. If a cat or dog bites or scratches and breaks the skin, please report directly to our Shelter Manager, or other shelter employee to fill out the appropriate information. The injured area should be immediately washed with soap and water, and the volunteer should seek appropriate medical care from their primary care physician.

**Confidentiality:**

As a volunteer, you may have access to information and documents that may be confidential including donor information, adoption records etc. All volunteers must sign a confidentiality agreement in which the divulging of confidential information may result in termination from the volunteer program. Additionally, volunteers may also have access to information about animals that are not yet approved for adoption. Volunteers may not disclose to members of the public any information on animals that are not yet available for adoption.

**Sexual Harassment/Discrimination:**

The Mayfield/Graves County Animal Shelter is committed to providing a harassment-free workplace for both staff and volunteers. MGCAS will not tolerate any speech or conduct that is intended to, or has the effect of, intimidating, abusing or harassing any employee or volunteer because of his or her race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, veteran status, or any other characteristic protected by law. This policy applies to any person associated with the Shelter.

**Drug and Alcohol Abuse:**

The Mayfield/Graves County Animal Shelter is committed to maintaining a safe and productive working environment for all individuals. The use of drugs or alcohol by individuals associated with the MGCAS could create a serious threat to safe and productive operations. Therefore, to protect the health and safety of fellow volunteers, employees, the general public, and to safeguard Shelter property and community image, the Shelter has adopted this Drug and Alcohol Abuse Policy. Volunteers who violate this policy are subject to disciplinary action up to and including immediate termination from the volunteer program. The Mayfield/Graves County Animal Shelter prohibits the manufacture, distribution, possession, concealment, use, sale, purchase, transfer of or being under the influence of alcohol, inhalants, illegal drugs or controlled substances while on the job, including meal and break periods, on Shelter premises, including parking lots, private vehicles, MGCAS vehicles, or while on Shelter business, whether on or off Shelter premises.

**Grievance Process:**

The purpose of the grievance process is to maintain an atmosphere of open, two-way communications between staff and volunteers, to foster and environment of trust and to resolve volunteer issues and concerns in a timely manner. You are encouraged to raise concerns directly to the Board Members or other Shelter employee as soon as possible after the event that causes the concerns.

**Volunteer Pet Adoptions:**

All volunteers are eligible to adopt an animal. Adoptions for volunteers will be handled exactly like any other adoption for a Mayfield/Graves County Animal Shelter customer. All adoptions will be treated equally whether an individual is a customer or a volunteer. All adopters must go through the application process and pay the adoption fee.

**Transmission of Disease:**

While volunteering at the Mayfield/Graves County Animal Shelter volunteers may come into contact with diseases communicable to humans and/or to household pets. All volunteers should take care to change and wash any clothes and shoes worn while volunteering at the Shelter so as not to spread disease to personal pets. Any volunteer approved to work with sick animals should properly protect themselves from disease, particularly those transmitted to humans. MGCAS recommends that personal pets of volunteers remain current on all veterinarian recommended vaccinations.

**Tax Deductions:**

Volunteers may be eligible to claim deductions on their tax returns for travel time to and from volunteer assignments. Please check with your tax professional for more information.

**Inactivity:**

Volunteers will be considered “inactive” when they have not reported to a volunteer position for more than three months. Once deemed inactive, in order to return as a volunteer you will need to contact the Shelter Manager and possibly re-train. MGCAS encourages any volunteer who is leaving the program to provide feedback to the Shelter Manager regarding their reasons for leaving and any suggestions for improving our programs.

**Thank you for choosing the Mayfield/Graves County Animal Shelter**

*Adapted from a form written by The Austin Humane Society, Austin, TX.*

*Revised September 2019*