

BLUE CHIP FARM ANIMAL REFUGE

RULES & PROCEDURES FOR VOLUNTEERS

🐾 **NO ONE UNDER THE AGE OF 17** is to be left alone at the shelter unless prior arrangements have been made with either Marge Bart or Tanya Stankus.

🐾 **IMPORTANT:** No one is allowed inside the kennel area. Please use the Visiting Room window to view dogs. If you are planning to walk a dog, you must find a staff member to go inside and retrieve the dog for you. When returning the dog -- same rule applies. Get a staff member to return the dog to their run. Do not attempt to handle new dogs -- as all new arrivals need to be evaluated first by Marge or Tanya.

🐾 **GREETING ROOM:** Please try to keep this area clean and well organized. You can broom sweep and use the wet mop. Water only, no soap.

🐾 **CONSIDERATION:** Remember to always be considerate of the other volunteers as well as all the animals. This includes returning all items to their proper location. Also, do not run, scream, or otherwise make loud noises around the animals.

🐾 Be especially **CAREFUL ABOUT CLOSING DOORS** behind you. Double check. Make sure doors to the kennel, tack room, etc. are closed completely.

🐾 **KNOW THE LOCATION** of the First Aid Kit as well as the Fire Extinguisher.

🐾 **PLEASE NOTE ALL OF THE "RESTRICTED AREAS."** These include Marge's private residences, both front and back living areas, the decks, porches, fenced yard and the 2nd floor of the new dog kennel are not open to volunteers.

🐾 **"BEWARE OF DOG" SIGNS** are posted for various

reasons. Please do not attempt to handle these dogs, feed them or antagonize them in any way.

🐾 **DUMPSTER:** Trash should be put into plastic garbage bags -- not thrown loosely into dumpster. Please use all sections. If the 2 front sections are full, use the middle and rear sections. Also be sure to close all lids when you finish.

🐾 Keep in mind-- if you are uncertain as to what to do -- with cats, dogs, supplies, cleaning, etc. Please find and **ASK A SENIOR STAFF MEMBER** for direction. This will help to avoid potential problems for everyone.

🐾 **PEOPLE FOOD:** Although we do not provide lunch for volunteers, we do have snacks, water and soda available. Please remember, do not eat in front of the animals. And, do not give "people food" to any of the animals.

🐾 **TRAINING:** You are only allowed to work in the area you are trained for. If you'd like to work with both dogs and cats, you'll need to go through training for each.

🐾 **STORAGE SHED:** Organize, fold and put away any clean laundry you see on the floor in plastic bags. Use the shelves that are labeled accordingly. It's important to keep similar items together. Also, do not leave open or used food cans and lids on counters. Please discard appropriately. We recycle all aluminum cans.

🐾 **TACK ROOM:** Please keep bathroom door open after use. The heater is in there. Also, proceed with caution around "Bucky." He may become aggressive.

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DOGGIE DO'S & DON'TS

🐾 You can always walk around the public areas and grounds picking up garbage and doggie poop. When picking up doggie "DO" It's important to **USE A PLASTIC BAG "LINER" INSIDE A BUCKET.** When full, tie the bag up and put it in the dumpster.

🐾 Please **DO NOT GIVE DOGS ANYTHING EXCEPT TREATS** -- and then only 1 or 2.

🐾 **RETURN ALL LEASHES** to the hooks on wall by the front door.

🐾 When **LEAVING** the kennel with a dog -- it's important to stay to your **RIGHT** side of the driveway. Upon **RETURN** -- stay to the your **LEFT** side

of the drive. The "invisible fence" runs along the house and barn side of the drive. Walk on the same side as the woods, the shed, etc. -- not the house.

🐾 If dogs get into a fight -- **DO NOT TRY TO BREAK IT UP.** Find Marge, Tanya, Theresa or one of the other senior staff.

🐾 Remember, **DON'T RUN -- WALK!** No screaming or eating around the animals.

🐾 If any of the dogs get into food or something that they should not have -**DO NOT TRY AND TAKE IT FROM THEM.** Inform a senior staff member.

THANK YOU

for donating your time, energy,
and love to the animals at BCF.
We run on volunteer support, and
could not do this without you!



IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT US!

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